



COMDTINST M5400.16
31 AUG 1994

COMMANDANT INSTRUCTION M5400.16
Subj: CUTTER ORGANIZATION MANUAL

- Ref: (a) U.S. Coast Guard Regulations, COMDTINST M5000.3 (series).
(b) Shipboard Regulations, COMDTINST M5000.7 (series).
(c) Naval Engineering Manual, COMDTINST M9000.6 (series).
(d) Cutter Training and Qualification Manual, COMDTINST M3502.4 (series)

1. **PURPOSE** This manual promulgates a standard Cutter Organization Manual (COM) for all cutters 65 feet in length or over of the United States Coast Guard.
2. **ACTION** Area and district commanders, maintenance and logistics commands, commanding officers of headquarters units, and commanding officers of Coast Guard cutters shall ensure compliance with this instruction.
3. **DISCUSSION**. A thorough knowledge and understanding of this manual by all hands is essential to the proper execution of their assigned duties. Commanding officers shall ensure that all cutter personnel receive a thorough indoctrination into the appropriate sections of the Cutter Organization Manual.
4. **PROCEDURES**. Commanding officers may expand upon the guidance in this instruction, but may not change the guidance provided by Commandant. Commanding officers may drop sections which are not applicable to their cutter class and should develop those areas marked "cutter specific requirements". The COM format shall not be changed.

5. **SCOPE**. Nothing in this manual shall be considered as contradicting or superseding any part of references (a) through (d), or other directives issued by higher authority.
6. **CHANGES**. All personnel are encouraged to submit recommended changes to Commandant (G-OCU) via the chain of command. Unit specific amendments will be issued as necessary by the
7. commanding officer as a separate unit instruction, ie, USCGC SEMPARNST 5400.XX.
8. **DIRECTIVES AFFECTED** The following manuals are cancelled:
 - a. Organization and Regulations Manual for High Endurance Cutters, CG-260.1.
 - b. Organization and Regulations Manual for 65' WD's and 75' WAGL's Pusher, CG-260.3.
 - c. Organization and Regulations Manual for Seagoing Buoy Tenders, CG-260.4.
 - d. Organization and Regulations Manual for Medium Endurance Cutters, CG-260.5.
 - e. Organization and Regulations Manual for Patrol Boats (82' WPBs), CG-260.6.
 - f. Organization and Regulations Manual for High Endurance Cutters (378'), CG-260.7.
 - g. Organization and Regulations Manual for 160' Construction Tenders, Inland, CG-260.9.
 - h. Organization and Regulations Manual for WSES, COMDTINST M5400.12.

N. T. SAUNDERS
Chief, Office of Law Enforcement and

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BY
WHOM ENTERED

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PERSONNEL

ALLOWANCE

	Peacetime	Contingency	Total
Officers	_____	_____	_____
CPO's	_____	_____	_____
Crew	_____	_____	_____
Totals	_____	_____	_____

SHIPS CHARACTERISTICS

References:

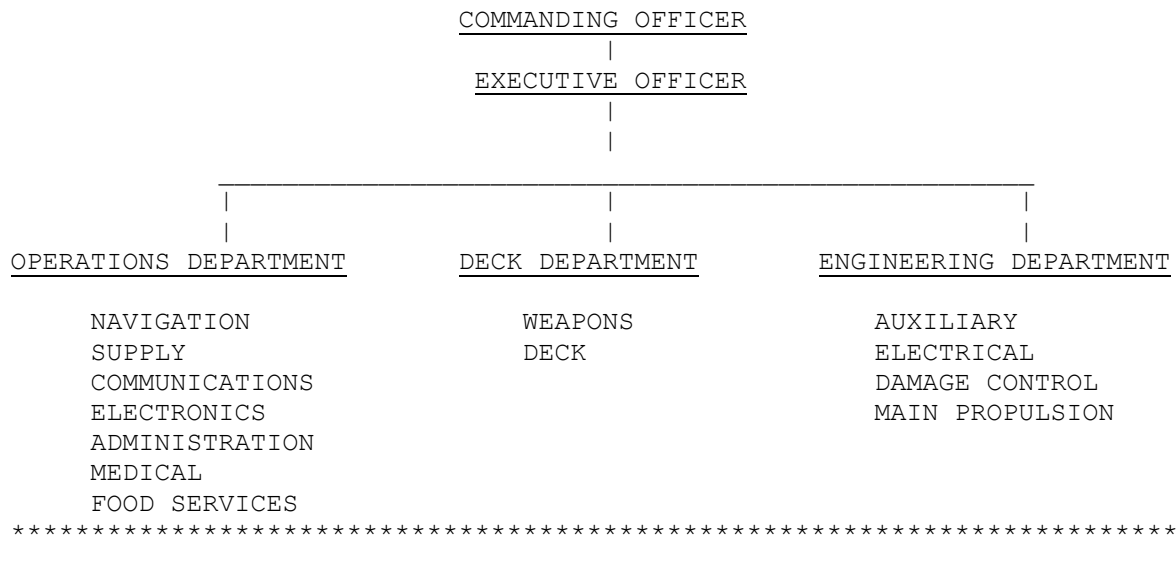
- a. DC Book
- b. Stability Loading Data Book
- c. Ships Information Books

1. Overall Length _____
2. Length on Design Waterline _____
3. Beam, Extreme Molded _____
4. Height above Water Line Bridge _____ ft. Mast _____ ft.
5. Full Load (Operating) Draft _____
6. Full Load Displacement at _____ ft. _____
7. Light Load Draft _____
8. Light Load Displacement at _____ ft. _____
9. Fuel Capacity DFM _____ gallons
10. Fuel Capacity JP-5 _____ gallons
11. Water Capacity _____ gallons
12. Water Making Capacity _____ gallons per day

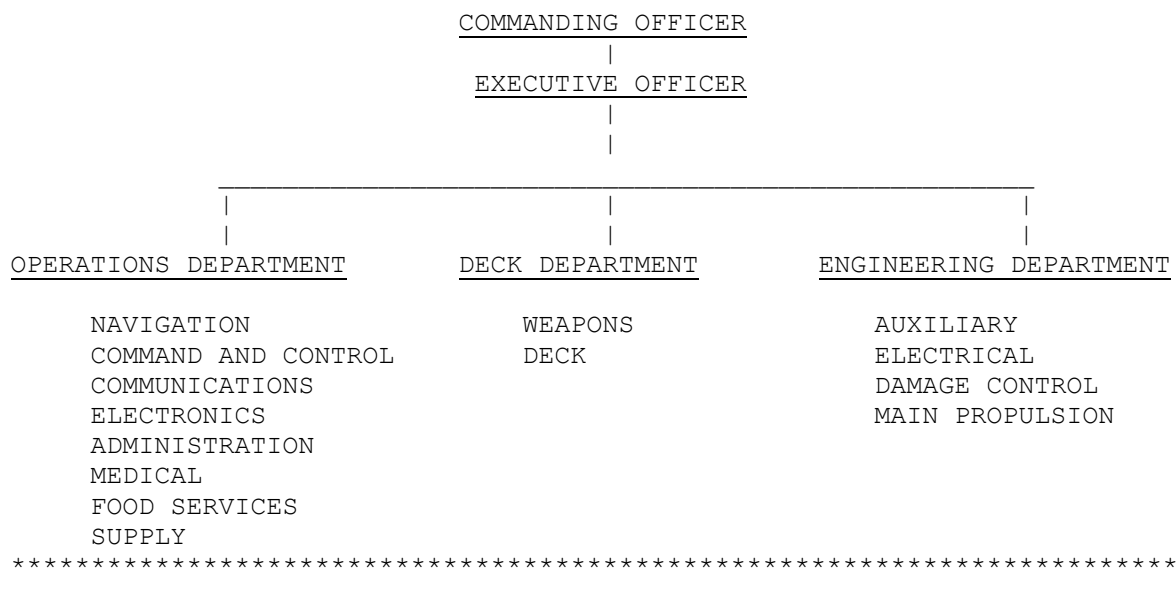
13. Propulsion _____ shafts (type engines)
a. Type Propellers _____
14. Horsepower - Total _____
15. Maximum Range: _____ NM
a. Maximum Speed _____ Knots
b. Best Economical Speed _____ Knots
16. Generators Capacity - Total _____KW (type generators)
17. Armament (list)
18. Endurance _____ days independent
19. Boom Capacity _____ Tons
20. Cargo Capacity _____ Tons

DEPARTMENT/DIVISION ORGANIZATION

WLB, WLM, WLI/C, WLR, WPB, WYTL



WMEC OTHER THAN 270



DEPARTMENT/DIVISION ORGANIZATION

WMEC 270

COMMANDING OFFICER

|

EXECUTIVE OFFICER

|

|

OPERATIONS
DEPARTMENT

NAVIGATION
COMMAND & CONTROL
COMMUNICATIONS
ELECTRONICS
WEAPONS

DECK
DEPARTMENT

DECK

SUPPORT
DEPARTMENT

SUPPLY
FOOD SERVICE
HEALTH
ADMINISTRATION

ENGINEERING
DEPARTMENT

AUXILIARY
ELECTRICAL
DAMAGE CONTROL
MAIN PROPULSION

WHEC 378

COMMANDING OFFICER

|

EXECUTIVE OFFICER

|

|

OPERATIONS
DEPARTMENT

NAVIGATION
COMMAND & CONTROL
COMMUNICATIONS
ELECTRONICS

WEAPONS
DEPARTMENT

GUNNERY
DECK

SUPPLY
DEPARTMENT

SUPPLY/OPS
FOOD SERVICE
HEALTH
ADMINISTRATION

ENGINEERING
DEPARTMENT

MAIN PROPULSION
AUXILIARY
ELECTRICAL
DAMAGE CONTROL

CHANGE RECOMMENDATION

RECOMMENDED

CHANGE TO: _____
(PUBLICATION NUMBER/CHANGE)

DATE: _____

LOCATION: _____
(PAGE) (PARA) (LINE) (FIG.#)

TYPE OF CHANGE:

ADD	<input type="checkbox"/>	DELETE	<input type="checkbox"/>	MODIFY	<input type="checkbox"/>	TEXT	<input type="checkbox"/>
						FIGURE	<input type="checkbox"/>

EXACT CHANGES RECOMMENDED:

RATIONALE:

SUBMITTED BY: _____
(ORIGINATING COMMAND)

(POINT OF CONTACT) (PHONE NUMBER)

HQ ACTION: _____ ACCCEPTED ☐ MODIFIED ☐ REJECTED ☐
(HQ DIV)

REMARKS:

(SEND ALL CHANGES TO COMMANDANT G-OCU FOR COORDINATION)

CHAPTER 1 - UNIT ORGANIZATION

Section 100 - General

1. Purpose. U.S. Coast Guard Regulations, COMDTINST M5000.3 (series) and Shipboard Regulations, COMDTINST M5000.7 (series) provide the requirements for establishing the functions, duties, responsibilities, and authority of the commanding officer, executive officer, executive assistants, department heads, and division officers and defines their organizational relationship.
2. Guidance. This instruction is not intended to *restate* the information provided in U.S. Coast Guard Regulations, but to *expound* on those regulations. It is realized that on small cutters many of the billets described below are filled by chief or senior petty officers. The use of the word "Officer" is for generic purposes only. Some of the duties described below may not be performed on all cutters.
3. Action. The commanding officer or officer-in-charge should tailor this instruction to reflect specific shipboard responsibilities and complement. In addition, expanding on the sections in parenthesis labeled "(cutter specific requirements)", this is for cutter specific procedures.

Section 110 - Command

1. The Commanding Officer

- a. Basic Functions. As set forth in U.S. Coast Guard Regulations and subject to the limitations imposed by law.
- b. Duties, Responsibilities, and Authority. As set forth in U.S. Coast Guard Regulations, customs, and traditions of Naval service.
- c. Organizational Relationships. Relationships of key subordinates to the commanding officer are contained in U.S. Coast Guard Regulations. In addition the following personnel may report directly to the commanding officer in the normal performance of their duties:
 - (1) The command enlisted advisor (CEA) on matters about the health and welfare of the enlisted crew.
 - (2) The ship's ombudsman on matters pertaining to the ship's health and welfare of the unit's dependents.
 - (3) (cutter specific requirements)

2. The Executive Officer

- a. Basic Functions. As set forth in U.S. Coast Guard Regulations.

- b. Duties, Responsibilities, and Authority. As set forth in U.S. Coast Guard Regulations.
- c. Organizational Relationships.
 - (1) Chairs the Training Board.
 - (2) Chairs the Safety Board
 - (3) (cutter specific requirements)

3. The Command Enlisted Advisor

- a. Basic Function. The command enlisted advisor (CEA) functions as an advisor to the commanding officer on matters relating to enlisted personnel.
 - (1) (cutter specific requirements)
- b. Duties, Responsibilities, and Authority. The CEA shall try to have enlisted problems addressed through the normal chain of command. Issues which cannot be resolved in this matter will be brought to the attention of the commanding officer.
 - (1) (cutter specific requirements)
- c. Organizational Relationships. The CEA is responsible to the commanding officer for the welfare of enlisted personnel. Other assigned enlisted personnel may address issues which they feel can not be resolved through the chain of command to the CEA.
 - (1) (cutter specific requirements)

4. The Ombudsman

- a. Basic Function. As per the Ombudsman - The Command Family Representative, COMDTINST M1750.4 (series).
- b. Duties, Responsibilities, and Authority. As per the Ombudsman - The Command Family Representative, COMDTINST M1750.4 (series).
- c. Organizational Relationships.
 - (1) Can directly communicate with the commanding officer.
 - (2) (cutter specific requirements)

5. Succession to Command

- a. Discussion. The U.S. Coast Guard Regulations require an established order of succession to command. This is to provide for continuity of command in the absence of the commanding officer. The succession to Command should be published as a separate instruction and placed into Chapter 5.

Section 120 - Departments and Divisions

1. The Department Head

- a. Basic Function. As set forth in U.S. Coast Guard Regulations, serve as a member of the Training Board and the Safety and Health Committee. Circumstances may require the assignment of an assistant/division officer under the department head. In those cases where an assistant/division officer is not assigned, the department head shall fill the position and duties as applicable.
- b. Duties, Responsibilities, and Authority. As set forth in U.S. Coast Guard Regulations.
- c. Organizational Relationships. Department heads routinely report to the executive officer for operational readiness of their departments and for administrative matters. This includes the general condition of machinery and equipment, the need for or progress of major repairs, and circumstances or conditions which may effect the ship's operational readiness. When assigned, the assistant/division officer reports to the department head on all matters, and in the absence of the department head, the designated assistant/division officer shall act as the department head.
- d. Action. The commanding officer may expound on the duties, responsibilities, and authority of department heads peculiar to that cutter and should be sure not to duplicate the information provided in U.S. Coast Guard Regulations. *All* department heads and assistants/division heads listed may not be applicable to every class of cutter. Commanding officers *may delete* from this section the department heads or assistants/division officers which are not appropriate for their class of cutter.

2. The Operations Officer

- a. Basic Function. As set forth in U.S. Coast Guard Regulations.
- b. Duties, Responsibilities, and Authority.
 - (1) (cutter specific requirements)

3. The Navigator

- a. Basic Function. As set forth in Cutter Navigation Standards and Procedures, COMDTINST M3530.3 (series) and U.S. Coast Guard Regulations, COMDTINST M5000.3 (series). The navigator is an assistant/division officer under the operations officer.
- b. Duties, Responsibilities, and Authority.
 - (1) (cutter specific requirements)

4. The Communications Officer

- a. Basic Function. As set forth in U.S. Coast Guard Regulations. Is an assistant/division officer under the operations officer.
- b. Duties, Responsibilities, and Authority.
 - (1) (cutter specific requirements)

5. The Combat Information Center Officer

- a. Basic Function. As set forth in U.S. Coast Guard Regulations. Is an assistant/division officer under the operations officer.
- b. Duties, Responsibilities, and Authority.
 - (1) (cutter specific requirements)

6. The Electronic Warfare Officer

- a. Basic Function. As set forth in U.S. Coast Guard Regulations. Is an assistant/division officer under the operations officer.
- b. Duties, Responsibilities, and Authority.
 - (1) (cutter specific requirements)

7. The Electronics Material Officer

- a. Basic Function. As set fourth in U.S. Coast Guard Regulations. Is an assistant/division officer under the operations officer.
- b. Duties, Responsibilities, and Authority.
 - (1) (cutter specific requirements)

8. The Marine Science Officer

- a. Basic Function. As set forth in U.S. Coast Guard Regulations. Is an assistant/division officer under the operations officer.
- b. Duties, Responsibilities, and Authority.
 - (1) (cutter specific requirements)

9. The Shipboard Intelligence Officer

- a. Basic Function. As set forth in U.S. Coast Guard Regulations. Is an assistant/division officer under the operations officer.
- b. Duties, Responsibilities, and Authority.
 - (1) (cutter specific requirements)

10. The Engineer Officer and Assistants

- a. Basic Function. As set forth in U.S. Coast Guard Regulations.
- b. Duties, Responsibilities, and Authority.
 - (1) (cutter specific requirements)

11. The Damage Control Assistant

- a. Basic Function. As set forth in U.S. Coast Guard Regulations. Is an assistant/division officer under the engineer officer.
- b. Duties, Responsibilities, and Authority.
 - (1) (cutter specific requirements)

12. The Auxiliary Officer

- a. Basic Function. Is an assistant/division officer under the engineer officer.
- b. Duties, Responsibilities, and Authority.
 - (1) (cutter specific requirements)

13. The Chemical, Biological, and Radiological Officer

- a. Basic Function. As set forth in U.S. Coast Guard Regulations. Is an assistant/division officer under the engineer officer.
- b. Duties, Responsibilities, and Authority.
 - (1) (cutter specific requirements)

14. The Main Propulsion Assistant (MPA)

- a. Basic Function. Is an assistant/division officer under the engineer officer.
- b. Duties, Responsibilities, and Authority.
 - (1) (cutter specific requirements)

15. The Electrical Officer

- a. Basic Function. Is an assistant/division officer under the engineer officer.
- b. Duties, Responsibilities, and Authority.
 - (1) (cutter specific requirements)

16. The Weapons Officer and Assistants

- a. Basic Function. As set forth in U.S. Coast Guard Regulations.
- b. Duties, Responsibilities, and Authority.
 - (1) (cutter specific requirements)

17. The Gunnery Officer

- a. Basic Function. Is an assistant/division officer under the weapons officer.
- b. Duties, Responsibilities, and Authority.
 - (1) (cutter specific requirements)

18. The First Lieutenant and Assistants

- a. Basic Function. As set forth in U.S. Coast Guard Regulations. Is an assistant/division officer under the operations officer.
- b. Duties, Responsibilities, and Authority.
 - (1) (cutter specific requirements)

19. The Aids To Navigation Officer

- a. Basic Function. As set forth in U.S. Coast Guard Regulations.
- b. Duties, Responsibilities, and Authority.
 - (1) (cutter specific requirements)

20. The Medical Officer

- a. Basic Function. As set forth in U.S. Coast Guard Regulations.
- b. Duties, Responsibilities, and Authority.
 - (1) Supervise the administration of the medical program IAW COMDTINST M6000.1 (series) Medical Manual.
 - (2) Maintain records and prepare reports concerning medical services.
 - (3) (cutter specific requirements)

21. The Supply Officer and Assistants

- a. Basic Function. As set forth in U.S. Coast Guard Regulations and Comptroller Manuals Vol I, II, III, VII, and X.
- b. Duties, Responsibilities, and Authority.

(1) (cutter specific requirements)

22. The Food Services Officer

- a. Basic Function. As set forth in U.S. Coast Guard Regulations, Food Service Practical Handbook, and Food Service Sanitation Manual. Is an assistant/division officer under the supply officer. On vessels without a supply department the food service officer is a collateral duty.
- b. Duties, Responsibilities, and Authority.
 - (1) (cutter specific requirements)

23. The Aviation Officer/Senior Aviator

- a. Basic Function. As set forth in U.S. Coast Guard Regulations. Supervise the assigned aviation detachment.
- b. Duties, Responsibilities, and Authority.
 - (1) Per COMDTINST M3710.2 (series) Shipboard Helicopter Operational Procedures Manual.
 - (2) (cutter specific requirements)
- c. Organizational Relationships. The aviation officer/senior aviator reports to the commanding officer on all matters concerning aviation, including flight safety and to the executive officer for all departmental administrative matters.
 - (1) (cutter specific requirements)

24. The Departmental Training Officer

- a. Basic Function. The departmental training officer/petty officer is an assistant to the department head for the administration and coordination of the departmental training program and shall be designated by the respective department head in writing.
- b. Duties, Responsibilities, and Authority.
 - (1) Assist the department head in developing a department training program in support of the training objectives of the ship in accordance with the Cutter Training and Qualifications Manual, COMDTINST M3502.4 (series).
 - (2) Assist the department head in developing a planned and coordinated program of individual training to provide PQS qualified reliefs for key personnel.
 - (3) Implement approved training plans and policies within the department.

- (4) Coordinate and assist in the administration of division training program within the departments as follows:
 - (a) Supervise the preparation of the training materials and review curriculum courses and lesson plans.
 - (b) Assists in the selection and training of instructors.
 - (c) Observes departmental training instructions.
 - (d) Provides departmental training aids and publications via the training officer.
 - (e) Maintains departmental training records, training reports, and individual training records.
 - (f) Assists the departmental head in planning and coordinating the training of junior personnel in the department.
 - (g) (cutter specific requirements)
- c. Organizational Relationships. The departmental training officer/petty officer reports to the department head.

25. The Damage Control Petty Officer (DCPO) Program.

- a. Discussion. The extent of the program shall accommodate the cutter manning levels, operational commitments, and damage control maintenance requirements. Small units 160 feet in length and below shall assign 1-2 DCPOs. Units larger than 160 feet in length shall assign one DCPO per department or division.
- b. Basic Function. A DCPO is to perform maintenance on all designated damage control equipment, closures, fittings, and markings located within the unit, the unit's department or division. All DCPOs shall complete the appropriate PQS and training prior to being assigned as a DCPO.
- c. Duties, Responsibilities, and Authority.
 - (1) Conduct daily inspections of assigned spaces for the elimination of fire hazards.
 - (2) Ensure that safety precautions, operating instructions, and CCOLs are posted in required spaces.
 - (3) Perform scheduled PMS as required by Technical Publication 2006 (series), Preventive Maintenance Manual For Damage Control
 - (4) (specific duties and length of assignment to be developed by the cutter)
 - (5) (cutter specific requirements)

Section 130 - Collateral Duties

1. Collateral Duties

- a. Basic Function. As set forth in U.S. Coast Guard Regulations.
- b. Duties, Responsibilities, and Authority. As set forth in U.S. Coast Guard Regulations.
- c. Action. The commanding officer may expound on the duties, responsibilities, and authority of Collateral Duties in U.S. Coast Guard Regulations. The commanding officer should ensure not to duplicate the information provided in U.S. Coast Guard Regulations; list the information peculiar to that cutter and delete the collateral duties which do not apply from this Section. In addition, expanding on the sections in parenthesis labeled "(cutter specific requirements)", this is for cutter specific procedures.

2. The Food Service Officer

- a. Basic Function. As set forth in U.S. Coast Guard Regulations, Shipboard Regulations, Food Service Practical Handbook, and Food Service Sanitation Manual. Is an assistant/division officer under the supply officer. On vessels without a supply department the food service officer is a collateral duty.
- b. Duties, Responsibilities, and Authority.
 - (1) (cutter specific requirements)

3. The Exchange Officer

- a. Basic Function. As set forth in U.S. Coast Guard Regulations.
- b. Duties, Responsibilities, and Authority.
 - (1) Supervise the acquisition and disposition of ship's exchange supplies.
 - (2) (cutter specific requirements)

4. The Clothing Officer

- a. Basic Function. As set forth in U.S. Coast Guard Regulations, Uniform Regulations, and Comptroller Manual Vol. III.
- b. Duties, Responsibilities, and Authority.
 - (1) (cutter specific requirements)

5. The Recreation Officer

- a. Basic Function. As set forth in U.S. Coast Guard Regulations.
- b. Duties, Responsibilities and Authority.
 - (1) (cutter specific requirements)

6. The Boarding and Law Enforcement Officer

- a. Basic Function. As set forth in U.S. Coast Guard Regulations.
- b. Duties, Responsibilities, and Authority
 - (1) (cutter specific requirements)

7. The Morale Fund Officer

- a. Basic Function. As set forth in U.S. Coast Guard Regulations.
- b. Duties, Responsibilities, and Authority.
 - (1) (cuttere specific requirements)

8. The Security Manager

- a. Basic Function. As set forth in U.S. Coast Guard Regulations.
- b. Duties, Responsibilities, and Authority.
 - (1) (cutter specific requirements)

9. The Training Officer

- a. Basic Function. As set forth in U.S. Coast Guard Regulations and the Cutter Training and Qualification Manual. The training officer reports to the executive officer on the administration of the training program. The Training Officer shall assist the Training Board in planning, coordinating and evaluating training to assist in the professional development and advancement of all personnel.
- b. Duties, Responsibilities, and Authority.
 - (1) Supervises the administration and use of all training aids and material.
 - (2) Serves as a member of the Training Board.
 - (3) Establishes and maintain contact with various training activities in order to meet training needs.

- (4) Maintaining training records and prepare reports concerning training.
- (5) (cutter specific requirements)

10. The Educational Services Officer

- a. Basic Functions. As set forth in U.S. Coast Guard Regulations. The educational services officer (ESO) reports to the executive officer on the administration of the educational programs. The educational services officer shall assist the training officer in coordinating and evaluating training to assist in the professional development and advancement of all personnel.
- b. Duties, Responsibilities, and Authority.
 - (1) Supervise the administration of the education program.
 - (2) Serve as a member of the training board.
 - (3) Be responsible for the administrative processing of education courses.
 - (4) Assisting the training officer in the execution and administration of the command's overall training program.
 - (5) Be chairman of the local examining board, ensuring that examinations are prepared and conducted as required.
 - (6) Maintain records and prepare reports concerning educational services.
 - (7) (cutter specific requirements)

11. Property Officer

- a. Basic Function. The property officer maintains and supervises the cutter's property account (PPA).
- b. Duties, Responsibilities, and Authority. In amplification of the provisions of U.S. Coast Guard Regulations, the property officer shall:
 - (1) Use the MLC computer output to keep an accurate PPA.
 - (2) Add and delete items to the account based on the information formed assigned property custodians.
 - (3) (cutter specific requirements)
- c. Organizational Relationships. The property officer reports to the executive officer regarding assigned duties. Property custodians report to the property officer for the maintenance and accountability of assigned property.

12. The Postal Officer

- a. Basic Function. The postal officer (when assigned) reports to the executive officer on the administration of the ship's mail.
- b. Duties, Responsibilities, and Authority.
 - (1) Coordinate delivery of mail to and from the ship.
 - (2) Oversee internal delivery of personnel mail to crew.
 - (3) Oversee delivery of ship's official mail.
 - (4) Issue Postal money orders, stamps, IAW U.S. Navy Postal Instructions.
 - (5) (cutter specific requirements)

13. The Chief Master-at-Arms

- a. Basic Function. The chief master-at-arms (CMAA) reports to the executive officer on the enforcement of regulations, the maintenance of good order and discipline aboard the ship, and the security and welfare of prisoners.
- b. Duties, Responsibilities, and Authority.
 - (1) Organize, train and supervise the compartment cleaners.
 - (2) Enforce U.S. Coast Guard Regulations, Shipboard Regulations, ship's regulations, and directives.
 - (3) Ensure frequent inspections are conducted of the galley, food handling spaces per Food Service Sanitation Manual, COMDTINST M62400.4 and crew's living spaces in accordance with the U.S. Coast Guard Regulations, COMSDTINST M5000.3.
 - (4) Assist the officer of the deck in the execution of the ship's routine, including responsibility for crew turning out promptly at all hands evolutions and reveille; supervising the control of standing deck lights; and maintaining silence after taps.
 - (5) Assist in the handling of liberty parties leaving the ship or returning aboard when directed by the Officer Of the Deck or other proper authority.
 - (6) Assist in the processing of all newly assigned/attached personnel. Ensure each person has been assigned a bunk and a locker.

- (7) Supervise extra duty persons and maintain records of all extra duties assigned and performed.
- (8) Supervise the rigging and un-rigging for religious events and other special functions.
- (9) Maintain the lucky bag.
- (10) Be present at official gatherings of personnel.
- (11) Furnish escorts for the commanding officer, executive officer, and visitors as directed.
- (12) Make evening reports to the executive officer or the officer of the deck.
- (13) Report to the executive officer for performance of assigned duties.
- (14) (cutter specific requirements)

14. The Hazardous Materials Coordinator (HMC)

- a. Basic Function. As set forth in COMDTINST 6260.21 (series), Hazard Communication for Workplace Materials.
- b. Duties, Responsibilities, and Authority.
 - (1) The HMC will be knowledgeable of the contents of COMDTINST M6260.21 (series), and will administer the program as outlined. The HMC will also serve as a member of the Safety and Health Committee.
 - (2) (cutter specific requirements)
- c. Organizational Relationships.
 - (1) The Hazardous materials coordinator is directly responsible to the executive officer for the overall administration of the program.
 - (2) The Hazardous materials coordinator reports to the Unit Safety Supervisor regarding the daily conduct of the program.
 - (3) (cutter specific requirements)

15. The Unit Safety Supervisor

- a. Basic Function. As set forth in COMDTINST M5100.47, Safety and Environmental Health Manual, the unit safety supervisor will assist the executive officer in managing the unit's safety program.

- b. Duties, Responsibilities, and Authority. As set forth in COMDTINST M5100.47, Safety and Environmental Health Manual, the unit safety supervisor will carry out the duties as outlined.
- c. Organizational Relationships.
 - (1) The safety supervisor is directly responsible to the executive officer for the unit safety program administration.
 - (2) The safety supervisor will serve as the recorder for the safety and health committee.
 - (3) Hazardous materials coordinator and respirator program Coordinator report to the unit safety supervisor regarding the conduct of their respective programs.
 - (4) The unit safety supervisor will coordinate safety and health training with the unit training officer.

16. The Respirator Program Coordinator

- a. Basic Function. The respirator program coordinator will coordinate and administer the unit respiratory protection program as set forth in Technical Guide: Practices for Respiratory Protection, COMDTINST M6260.2 (series).
- b. Duties, Responsibilities, and Authority. The respirator program coordinator will manage applicable program elements as set forth in COMDTINST M6260.2 (series). The respirator program coordinator will serve as member of the safety and health committee.
- c. Organizational Relationships.
 - (1) The respirator program coordinator is directly responsible to the unit safety supervisor for the overall administration of the program.
 - (2) (cutter specific requirements)

17. The Wellness Specialist

- a. Basic Function. The wellness specialist will act as facilitator for the unit wellness program.
- b. Duties, Responsibilities, and Authority. The wellness specialist shall:
 - (1) Implement a wellness program to fulfill goals established by the commanding officer.

- (2) Coordinate wellness training, distribute written materials and maintain a wellness library.
- (3) Assist personnel in tailoring fitness programs for their personal goals.
- (4) (cutter specific requirements)
- c. Organizational Relationships.
 - (1) The wellness specialist will report to the executive officer regarding the administration of the program.
 - (2) The wellness specialist will assist the senior health service technician in promoting health.
 - (3) (cutter specific requirements)

18. Gas Free Engineer (GFE)

- a. Basic Function. The gas free engineer ensures spaces, compartments, voids, and tanks are gas free for habitation reasons or to conduct work, and repairs.
- b. Duties, Responsibilities and Authority. The GFE's duties shall be in accordance with NSTM Chapter 074 Volume 3 and NEM M9000.6 (series). The GFE shall:
 - (1) Test all tanks, voids or closed compartments before personnel enter them.
 - (2) Insure hot work is not performed until the area has been inspected and certified safe for hot work.
 - (3) Coordinate with the departments the training of all personnel in the potential hazards of entry into closed spaces and performing hot work by establishing an effective educational program.
 - (4) Monitor the atmosphere in spaces where personnel are painting and where large amounts of cleaning solvents are being used.
 - (5) Supervise the gas freeing of all spaces.
- c. Organizational Relationships. The GFE reports to the engineer officer.
 - (1) The GFE functions shall normally be assumed by the damage control assistant.
 - (2) If another officer is designated GFE, that officer reports to the damage control assistant with respect to all matters relating to gas free engineering.

19. Classified Material Control Officer (CMCO)

- a. Basic Function. Maintain the classified material inventory in accordance with the Security Manual, COMDTINST M5500.11 (series).
- b. Duties, Responsibilities, and Authority. The CMCO is responsible for the receipt, accounting, distribution, and destruction of all classified material received onboard. This does not apply to NWP, CMS, and Top Secret material if NWP, CMS and Top Secret custodians are designated.
 - (1) (cutter specific requirements)
- c. Organizational Relationships. The CMCO reports to the commanding officer regarding content of the material and to the security manager for administrative matters.

20. Communications Security Material (CMS) Custodian and Alternate

- a. Basic Function. Maintain the receipt, correction, stowage, security, accounting, distribution, and destruction of all CMS publications authorized for the cutter in accordance with the Security Manual, COMDTINST M5500.11 (series).
- b. Duties, Responsibilities, and Authority. The CMS custodian shall:
 - (1) Ensure CMS publications are current and allowances are up to date.
 - (2) Maintain technical custody of CMS publications and equipment.
 - (3) Ensure periodic inventories of CMS distributed publications, and prepare required reports.
 - (4) Ensure changes and corrections are properly made to CMS publications.
 - (5) Ensure holders of CMS publications are aware of security and stowage requirements.
 - (6) Prepare reports and records for the commanding officer's signature.
 - (7) Ensure corrections to accounting records are authenticated.
 - (8) Ensure the required personnel are aware of important CMS messages. Keep a CMS message file.

- (9) Ensure the required personnel are aware of new publications, and corrections to existing publications
- (10) Prepare and post recognition and identification signals, and authentication codes as directed by the communications officer.
- (11) Report any actual or suspected compromise of classified information to the commanding officer, communications officer, and command security officer.
- (12) Keep a CMS publications emergency destruction plan and have the publications destroyed as authorized or directed.
- (13) Ensure CMS publications kept in the cryptocenter, radio room, signal bridge, and other spaces are the effective editions.
- (14) Periodically destroy superseded publications.

c. Organizational Relationships.

- (1) The CMS custodian reports to the commanding officer regarding assigned duties.
- (2) The CMS custodian reports to the communications officer regarding functional direction and administration.
- (3) All alternate CMS custodians report to the CMS custodian.
- (4) The first alternate assumes custodian duties, when the custodian is absent.

21. COMTAC Publications Library (CPL) Control Officer

- a. Basic Function. The CPL control officer maintains the cutter's allowance of COMTAC publications and exercises control over all COMTAC publications.
- b. Duties, Responsibilities, and Authority. The CPL control officer shall perform their duties in accordance with the COMTAC Publications Index COMDTINST M2600.1 (series):
- c. Organizational Relationships.
 - (1) The CPL control officer reports to the executive officer regarding assigned duties.
 - (2) The CPL control officer reports to the command security officer for accountability and control of COMTAC publications.
 - (3) Personnel assigned to help the CPL Control Officer report to the CPL Control Officer regarding assigned duties.

22. Top Secret Control Officer

- a. Basic Function. The top secret control officer (TSCO) exercises control over the command's top secret information and material in accordance with the Security Manual, COMDTINST M5500.11 (series) and U.S. Coast Guard Regulations, COMDTINST M5000.3 (series).
- b. Duties, Responsibilities, and Authority. The TSCO shall:
 - (1) Notify the commanding officer, executive officer, and other authorized personnel about top secret material in custody.
 - (2) Personally receive, distribute, stow and account for all officer messenger mail and top secret information.
 - (3) Not handle material distributed by the communications security material system (CMS).
 - (4) Keep a continuous chain of receipt for all top secret material.
 - (5) Maintain a disclosure log for each top secret item.
- c. Organizational Relationships. The TSCO reports to the command security manager regarding assigned duties.
 - (1) (cutter specific requirements)

23. XX. [Others as required by the cutter]

- a. Basic Function.
- b. Duties, Responsibilities, and Authority.
 - (1) (cutter specific requirements)

Section 140 - Boards and Committees

1. General Responsibilities. A board or committee is a group of persons organized under a president, or senior member to evaluate a situation, make recommendations, and advise the commanding officer and executive officer on policy and procedural matters. This is accomplished by audits, inventories, sitting as judicial bodies, and carrying out other functions as directed. Boards are policy working groups and members should not normally be assigned functions requiring supervision or direction.
2. Organization. A board or committee should be created when required functions cannot be performed within the duties already assigned to an individual. Boards and committees which meet infrequently, such as once a year, need to be activated only during the period required. When necessary, the membership will be revised by the executive officer.
3. Membership. Officers and enlisted personnel are assigned to boards and committees as a collateral duty. Membership is initiated by a formal letter of appointment from the commanding officer.
4. Activation of Boards and Committees. Activation documents shall as a minimum, contain the following:
 - a. Basic Functions.
 - (1) Describe the purpose and function of the board or committee.
 - b. Membership.
 - (1) Describe who will be on the board: officers and/or enlisted.
 - c. Procedures.
 - (1) Describe the procedures, requirements, and duties of a board or committee member.
 - d. Convening Date.
 - (1) Describe when and how often a board or committee will convene.

5. Types of Boards and Committees. The following is a list of basic boards or committees which may be required by the commanding officer:
- a. Audit Board.
 - b. Inventory Board for General Mess.
 - c. Alcohol and Narcotic Inventory Board.
 - d. Formal Survey Board.
 - e. Training Board.
 - f. Safety and Health Committee.
- (1) General Responsibility. The Safety and Health Committee is responsible for planning and coordinating unit activities to fulfill safety program requirements as set forth in COMDTINST M5100.47, Safety and Environmental Health Manual. In general the committee will:
- (a) Review unit administration to assess procedural and equipment related hazards. This includes but is not limited to reviewing medical logs, injury reports, safety-related casualty reports, inspection reports, mishap reports and hazardous condition notices which have been generated since the last meeting.
 - (b) Review safety alerts to identify unit hazards that could effect the safety and health of unit personnel and equipment. Review wellness bulletins for their potential application to the unit wellness program.
 - (c) Review safety and wellness suggestions submitted by crewmembers. Periodically assess the process by which crew suggestions are submitted to ensure suggestions are encouraged and promptly reach the committee's attention.
 - (d) Coordinate abatement actions to eliminate identified hazards or reduce their associated risk to an acceptable level as determined by the commanding officer with concurrence from higher authority. The following abatement actions are listed in the order to be taken:

- i. Submit proposed ShipAlts or CSMPs.
 - ii. Provide personal protective equipment.
 - iii. Modify unit directives and/or standard operating procedures.
 - iv. Provide special safety training.
- (e) Track abatement actions through completion.
 - (f) Coordinate preparation of quarterly safety and wellness training plans, and periodic safety inspections, safety standdowns, and wellness activities. Safety standdowns will be planned to occur before major evolutions or shifts in operations.
 - (g) Identify and recommend priority and funding level of safety and wellness related purchases.
 - (h) Periodically review and update unit pre-mishap plans. Coordinate an annual validation of unit safety checklists for critical shipboard tasks.
 - (i) Address health and sanitation issues.
 - (j) Report the completion rate of the following safety program elements:
 - i. Yearly safety compliance inspections.
 - ii. Yearly required safety training.
 - iii. Ongoing hazard abatement plans.
 - (k) Minutes of the meeting will be prepared for commanding officer review. After command review, the original will be retained for three years and copies conspicuously posted on unit bulletin boards. A copy will also be provided to the servicing MLC.

(2) Organization.

- (a) The Safety and Health Committee is required to meet monthly. Monthly meetings are open to all crewmembers.
- (b) Meetings will be listed in unit quarterly planning documents and advance notification along with agenda posted in the Plan Of The Day or Plan Of The Week.

- (3) Membership. The Safety and Health Committee should have, when at all possible, equal representation between officer and enlisted personnel and include:
- (a) Executive Officer, chairperson.
 - (b) Department Heads.
 - (c) Appointed Department Safety Petty Officers. Appointments are not to exceed two years.
 - (d) Command Enlisted Advisor.
 - (e) Damage Control Assistant.
 - (f) Senior Health Service Technician.
 - (g) Wellness Specialist.
 - (h) Hazardous Materials Coordinator.
 - (i) Respirator Program Coordinator.
 - (j) Unit Safety Supervisor, recorder.
- g. Morale Committee.
- h. Mishap Board. Convened in accordance with COMDTINST M5100.47, Safety and Environmental Health Manual using guidance as provided in COMDTPUB 5102.1, Safety Investigation and Analysis Guide.
- i. Other Boards as Required.

6. Reports and Format.

- a. If the reporting requirements of the board or committee are not otherwise specified, the Chairman of the board or committee should submit a report of the boards activities to the commanding officer via the executive officer. At a minimum, the report should contain the following:

From: Chariman (Board or Committee)

To: Commanding Officer, USCGC _____

Subj: Name of Board and Meeting Date

1. Opening paragraph stating purpose or nature of board.
2. Attendees and personnel absent
3. Follow up issues from last meeting.
4. Minutes from last meeting.
5. Future action items, including responsible action parties and due dates.
6. Next meeting date with tentative agenda items to be covered.

Signature of Chair

CHAPTER 2 - WATCH ORGANIZATION

Section 200 - General

1. Importance of the Watch

- a. This chapter provides supplemental guidance to CHAPTER 6 and 7 of U.S. Coast Guard Regulations.
- b. Personnel assigned to watch keeping duties are entrusted with the safety of the ship, the machinery and the personnel embarked. All personnel shall be qualified by the provisions in the Cutter Training and Qualifications Manual COMDTINST M3502.4 (series), before standing watches. Designated responsibilities, situational awareness and team work are essential to the efficient and safe operation of the ship. Confusion or conflict among watch personnel concerning responsibilities or authority could result in collision, grounding, loss of the ship, or loss of life. In many naval disasters, personnel were held at fault for failing to take proper action, either because they were not aware of their duties and responsibilities or did not think they had the authority to act. In other cases, serious damage or loss of life have been averted by the timely action of watchstanders, working together as a coordinated team.
- c. The proper organization, performance, and assigned duties of a ship's watch organization is of equal importance to the battle or emergency organization. Great care must be taken in establishing and maintaining the watch organization, to ensure personnel understand their functions, responsibilities, authority, organizational relationships and their ship.

2. Length of Watch and Rotation

- a. A watch normally lasts 4 hours however, based on the conditions under which the watch will be stood, a watch can last up to 6 hours. The watch officer should ensure that watchstanders are properly rotated so an effective watch is stood. Adverse conditions at a watch station and human factors (i.e. workload or fatigue) are the primary concern when determining watch rotation.
- b. The standard watches stood in Coast Guard units both at sea and in port are:

0000-0400	Mid watch	* May be combined
0400-0800	Morning watch	into one watch
0800-1200	Forenoon watch	
1200-1600	Afternoon watch	
1600-1800	First dog watch*	
1800-2000	Second dog watch*	
2000-2400	Evening watch	

3. Developing a Watch Organization. The watch organization set up by a unit shall be charted, explained and inserted in CHAPTER 5 of this manual as a unit instruction. This is to ensure that all personnel are fully aware of their responsibilities and relationships while on watch.

- a. In accordance with the Cutter Training and Qualification Manual M3502.4 (series), watchstanders shall receive proper training and be qualified at a watchstation prior to standing the watch. Personnel in training may stand a particular watch alongside a qualified watchstander.

4. Assignments to Watches.

- a. Watchstanders. Departments are responsible for specified watches, and department heads are responsible for carrying out supervisory duties.
 - (1) For those watches which are not the responsibility of a single department (ie. quarterdeck), the senior watch officer will be responsible for that specific watch bill. The heads of departments will assign the required number of personnel. These types of watches do not lend themselves to inclusion in the watch quarter, and station bill. Multi departmental watches are normally published in an approved watch list and or incorporated into the plan of the day/week.

5. Stationing of Watch Officers and Watchstanders.

- a. The station of a watch officer shall be where the assigned duties can be best performed.
- b. Watchstanders will receive indoctrination, training and examinations to get the prerequisite qualifications to perform the duties and functions of the assigned watch before being assigned to the watch.

6. General Duties of Watch Officers and Watchstanders. The safety of the ship and lives of the crew depend upon the proper performance of the assigned watchstanders. To ensure that proper watches are maintained, all watchstanders shall adhere to the following basic principles:

- a. A person assigned a watch is responsible for the proper performance of all duties prescribed for the watch. Senior watchstanders shall instruct subordinates as necessary. All watchstanders shall remain alert, try to foresee emergency situations, relay all information to the watch operations which will keep the senior watchstander aware, and prepare to take appropriate action. Subordinate watchstanders shall be subject to and obey the orders of their seniors. All persons subordinate to a watchstander will be subject to lawful orders. All Watchstanders shall:

- (1) Be present and alert at their watch station. They shall remain on station until properly relieved or secured by appropriate authority.
 - (2) While on watch, conduct themselves in a smart and military manner. They shall wear a clean and proper uniform in the correct manner.
 - (3) Use the appropriate terminology, customary to the service, when issuing orders and making reports.
 - (4) Obey all lawful orders and regulations and shall require the same of all persons on watch under their supervision.
 - (5) Before relieving the watch, become thoroughly acquainted with all matters necessary for the proper performance of duties while on watch. The relief of the watch may be declined if, in the watch officer's opinion, such action is justified. The facts shall be reported to the commanding officer or other competent authority for the disposition of orders of the watch in question.
 - (6) Devote their full attention to the proper execution of the duties and responsibilities of the assigned watch station.
 - (7) Not be assigned or assume any duties which may distract their attention from the proper execution of the duties at the watch station.
 - (8) Demand formality in all relationships while on watch.
 - (9) Make all required inspections and any such additional ones as are permitted and considered necessary to ensure that the duties of the watch are properly performed.
 - (10) When authorized to carry arms, be properly qualified and instructed. This includes being instructed on the orders to sentries.
- b. Patrols and Sentries. No person shall: while on duty as a member of a patrol or as a sentry, fail to report a violation of the unit's regulations, directives, safety regulations or other breach of good order and discipline. Also, while observing any violations or violations of good order and discipline, fail to exert with proper authority to suppress such violations. No person shall fail to report any known violations and while observing such violations, fail to suppress such violations and other malpractices which may endanger the safety or security of the unit and its personnel.

7. **Setting The Watch.** Setting the watch will occur upon a change of watch condition within the cutter. This will occur upon getting underway, mooring, changing the condition of readiness, etc. Personnel assigned to watch stations for setting the watch have the responsibility to make the watch station ready to function as rapidly as possible and to ensure that necessary equipment, material, and subordinate personnel are on station.

8. **Relieving The Watch.**

- a. The watch relief process shall be a controlled, formal, and precise function. Experience has shown that the ability to handle casualties and tactical decisions is significantly reduced during the transition period between watches. Accordingly, the following rules shall apply:
 - (1) The relieving watch shall be on station and become familiar with equipment conditions and the overall situation, and still relieve on time.
 - (2) The relieving watch shall make an inspection of all spaces and equipment as required by the commanding officer before relieving the watch.
 - (3) The relieving watch shall examine all applicable equipment log readings at the watch station since last watch, noting any variations from normal operations. Such variations will be discussed and all questions will be resolved prior to watch relief. (Check that the preceding watch has filled in and signed the log sheets as required.)
 - (4) The relieving watch shall read the commentary (remarks) sections of applicable logs from the last watch (or from the time of getting underway, plant start-up, equipment light-off; or for the preceding three watches if continuity of watches has been interrupted), carefully noting and discussing unusual conditions, deviations from normal, or other matters of importance.
 - (5) Both the relieved watch and the relieving watch are responsible for seeing that the relieving watch is completely aware of all unusual conditions that exist. These include tactical situation, equipment out of commission or being worked on, outstanding orders, deviations from normal plant or equipment "lineup", forthcoming evolutions, and any other matters pertinent to the watch.

- (6) The relief shall be exercised smartly in accordance with the following guidelines:
- (a) Relief reports, "Ready to relieve."
 - (b) Person being relieved gives a status report to the watch section.
 - (c) Relief makes a tour of the watch station.
 - (d) Person being relieved completes briefing of relief (including unexecuted orders and anticipated evolutions) and answers any questions.
 - (e) Permission is obtained from the appropriate watch supervisor to relieve the watch, or in the case of the OOD or TAO, from the CO if present.
 - (f) Relief, when fully satisfied and completely informed regarding the watch, relieves the watch by saying, "I offer my relief" or "I relieve you."
 - (g) At this time, responsibility for the watch station shifts to the oncoming watchstander, and the individual being relieved will state, "I stand relieved."
 - (h) The person relieved from the watch shall report the relief to the same person from whom permission was requested to relieve.
 - (i) On stations on which a log is maintained, the log will be completed and signed by the off going watchstander before leaving the watch station.
- b. The OOD and the EOW shall not normally relieve until the watch directly under their cognizance has been properly relieved and has settled down on station. This will help to provide for continuity of control and knowledge in case of a casualty during the transition period. At no time shall the two senior (key) people of a watch area be in the process of actually transferring the watch at the same time.

- c. The general pattern of relief shall be:
 - (1) One half-hour before the hour - Oncoming watch on station, make inspection, read logs and turnover sheets, obtain information from relief.
 - (2) Fifteen minutes before the hour - Watch members relieved.
 - (3) On the hour - Supervisors relieve OOD, EOW, and so forth.
- 9. **Special Watches.** Under unusual conditions, special watches may be desirable. The commanding officer may establish special watches to be stood in addition to those described in this chapter. Those units which routinely maintain special watches that are not described in this chapter will include the duties, responsibilities, and organizational relationships as a supplement to this publication.
- 10. **Deck And Engineering Logs.** In amplification of U.S. Coast Guard Regulations, no erasures shall be made in the deck log, engineering log, or engineer's bell book. When a correction is deemed necessary, it shall be in accordance with Procedures for Preparation and Disposition of Unit Logs, COMDTINST 3123.12 (series).
 - a. Deck Log. The deck log shall be a complete daily record, by watches, which shall describe every circumstance or occurrence of importance or interest which concerns the crew and the operation and safety of the cutter or which may be of historical value. The deck log shall be maintained in accordance with COMDTINST 3123.12 (series). Units are encouraged to develop sample logs containing standard log entries for normal and unusual circumstances.
 - b. Navigation Data Sheet. A complete record of all direct readings of the steering compass shall be maintained on the Log-Navigation Data Sheet, CG-4380C (current revision). The Nav Data Sheet is also a record of gyro compass error. When underway, steering compass comparisons must be made at least every half hour and upon changing course (unless impractical, such as emergencies or frequent course changes). The navigator is responsible for the proper maintenance of this record and shall sign and submit it to the commanding officer for his or her approval daily.

- c. Machinery Log. The machinery log shall be maintained in accordance with the Naval Engineering Manual, COMDTINST M9000.6 (series), Chapter 090.
- d. Engineer's Bell Book. The engineer's bell book shall be maintained in accordance with the Naval Engineering Manual COMDTINST, M9000.6 (series), Chapter 090.

Bridge-To-Bridge Radiotelephone Log. A log or tape recording shall be maintained of all radiotelephone conversations and shall include the names of the vessels communicating, frequency, time of conversation, and text of conversation. Of particular importance are the conversations held on Channel 13 for inland waters and Channel 16 for international waters. The OOD is responsible for ensuring that the log is kept current; the navigator is responsible for the log's proper maintenance and preservation.

- e. Other logs as required shall be maintained in accordance with current COMDTINSTs.

Section 210 - UNDERWAY

1. Officer of the Deck

- a. Basic Function. As set forth in U.S. Coast Guard Regulations, COMDTINST M5000.3 (series).
- b. Duties, Responsibilities, and Authority. As set forth in U.S. Coast Guard Regulations, COMDTINST M5000.3 (series). No amount of written word can specify every action the OOD should take for every situation or circumstance. Experience, training, and the use of sound judgement are prerequisites for standing an effective watch as officer of the deck. ALL OOD's should be thoroughly familiar with all applicable references.

(1) (cutter specific requirements)

- c. Organizational Relationships.

(1) The officer of the deck reports to:

- (a) The commanding officer for the safe navigation and general operation of the cutter.
- (b) The executive officer for matters concerning the general duties and routine of the cutter.
- (c) The TAO (when assigned) for matters concerning the maneuvering of the cutter.

- (2) The following personnel report to the officer of the deck:
- (a) The engineer officer of the watch for the prompt and proper execution of all engine orders, machinery status changes which will affect the overall performance of the ship and the setting and maintenance of prescribed material condition within the engineering space.
 - (b) The radio watch supervisor for the proper and expeditious transmission and receipt of radio messages affecting the operation of the cutter.
 - (c) The quartermaster of the watch for the supervision of the helmsman, the proper maintenance of the quartermaster's bridge book, and for navigation matters.
 - (d) The boatswain's mate of the watch for the supervision of the deck bridge watch, for ensuring the safety of personnel equipment, spaces, and the maintenance of the prescribed material conditions.
 - (e) Lookouts.
 - (f) The CIC watch officer/supervisor, when assigned, for providing operational information.
- d. Standing Orders to the Officer of the Deck Underway. Commanding officer's standing orders amplify existing regulations and responsibility and specify action to be taken. The commanding officer's standing orders shall be complied with, without exception, unless directed otherwise by the commanding officer.
2. **The Deck and The Conn.** Underway, the officer of the deck must be thoroughly aware of the distinction between the "conn", which is the actual control of the movements of the ship, and the "deck" which is the supervisory authority of the watch as outlined in U.S. Coast Guard Regulations as well as those additional instructions imposed by the commanding officer.

- a. Assuming and relinquishing the Conn. A definite policy of relieving the conn must be followed. The status of the conn must be clearly understood by the officer of the deck, i.e., verbally acknowledged and, most importantly, carefully brought to the attention of all personnel on the bridge who perform the orders directed by the conning officer. A considerable measure of responsibility for the ship's safety remains with the officer of the deck even when relieved of the conn by the commanding officer or other duly qualified officers.
- b. The officer of the deck may be relieved of the conn at any time, at the commanding officer's discretion. In addition, the commanding officer may direct the OOD on how to proceed at any time without assuming the "conn". However, any direct order by the commanding officer to the helm or lee helm will itself, constitute assumption of the conn. Under these conditions, in order to ensure efficient response and eliminate the possibility of conflicting orders, it is considered proper for the OOD to announce to the bridge watch "The commanding officer has the conn", and immediately thereafter report "Sir, I stand relieved.
- c. When the commanding officer is not on deck, the executive officer, in time of danger or during an emergency, according to his judgement, may direct the OOD how to proceed or may personally relieve the OOD. The executive officer shall immediately report to the commanding officer the fact and reasons for relieving the OOD.
- d. The navigator, if designated by the commanding officer, is also authorized to relieve the conn if it is felt the ship is standing into danger. As with the executive officer, this relief shall be immediately reported to the commanding officer.

3. Junior Office of the Deck Underway.

- a. Basic Function. The junior officer of the deck (when assigned) is the principle assistant to the officer of the deck.
- b. Duties, Responsibilities, and Authority. The junior officer of the deck shall:
 - (1) Assist the officer of the deck as directed.
 - (2) Become familiar with the duties and responsibilities of the officer of the deck in order to become qualified as an officer of the deck.
 - (3) (cutter specific requirements)

c. Organizational Relationships.

(1) The JOOD reports to the OOD.

(2) The following report to the JOOD:

(a) Watchstanders making routine reports to the OOD will normally make them through the JOOD.

(b) Such other members of the watch as the OOD may direct.

4. Tactical Action Watch Officer.

- a. Status, Authority, and Responsibility. The tactical action officer (TAO), when assigned, is the commanding officer's representative in all matters concerning the tactical employment and defense of the unit. The TAO shall be responsible for the safe and proper operation of the combat systems and for the performance of such other duties as may be prescribed by the commanding officer. The commanding officer shall designate in writing a TAO with weapons release authority.
- b. Directing and Relieving the TAO. The executive officer or operations officer may direct the TAO in matters concerning the general duties and safety of the unit. The executive officer or operations officer may relieve the TAO and will do so should it, in his or her judgment, be necessary. The commanding officer will be promptly informed whenever the TAO is relieved in accordance with this article.
- c. Orders and Evolutions. The TAO shall carry out promptly and precisely any special orders, circumstances permitting, and shall report any deviations to the commanding officer.
- d. Relations with the Officer of the Deck. When so authorized by the commanding officer, the TAO may direct the OOD as necessary to facilitate the engagement of hostile forces or take other tactical actions required to fight or defend the cutter. The OOD shall follow the directions of the TAO except when in the opinion of the OOD such direction or maneuvers will cause imminent danger to the cutter. If such is the case, the OOD shall decline such direction and immediately advise the commanding officer. In all cases the commanding officer should be kept advised of any action that is not in accordance with standard procedures.

- e. Relations with the CIC Watch Officer. The CIC watch officer reports to the TAO for all matters concerning the tactical employment and defense of the cutter.
- f. Reports to Seniors. The TAO will inform the commanding officer and report to appropriate department heads any actual or probable disruption of the combat system which may affect the ability of the cutter to carry out its offensive mission or to defend itself.
- g. Reports Required by the TAO. The TAO will be promptly informed of any combat system disruption or change in status that may affect the tactical posture of the cutter.
- h. Watch Station. The TAO will stand watch where the assigned responsibilities can best be performed. This will normally be in the combat information center.

5. Combat Information Center Watch Officer (CICO) (CSC for 270 WMEC).

- a. Basic Function. The CIC watch officer, when assigned, is the representative of the CIC officer and supervises the operation of the CIC during the period of the watch.
- b. Duties, Responsibilities, and Authority. The CIC watch officer shall:
 - (1) Supervise and direct the personnel on watch in the CIC, ensuring that operators are detecting and reporting air and surface contacts within the capabilities of their equipment; that plotters are obtaining accurate solutions to tracking problems; that summary and geographic plots and status boards are correct and kept up to date; that personnel are assigned to voice radio and phone circuits; and that correct procedures and terminology are employed.
 - (2) Review and evaluate operational information received in the CIC by means of voice radio, radar, electronic warfare support measures, visual lookouts, direction finders, intelligence, data communications circuits, and dispatches.
 - (3) Disseminate evaluated information to appropriate control stations including the navigation evaluator, shipping officer, and weapons control. Ensure control stations acknowledge receipt of information.

- (4) Keep the OOD advised of recommended procedures for maintaining station, avoiding navigational hazards and collisions, and speed or course changes necessary to change or regain station in formation. Ensure the OOD acknowledges receipt of information.
- (5) Control the use of radar, electronic warfare support measures/countermeasures equipment, and voice circuits (other than primary and secondary tactical circuits) as designated by the CIC officer.
- (6) Notify the OOD when the OOD fails to acknowledge any transmission addressed to the cutter over the primary or secondary tactical circuits. Under no circumstances shall the CIC watch officer acknowledge a transmission on these circuits unless specifically authorized to do so by the officer of the deck.
- (7) Keep the OOD informed concerning all radars in operation and those under repair, and allow no radar to be intentionally disabled without permission of the commanding officer.
- (8) Ensure that the CIC logs are properly maintained for the period of the watch.
- (9) Be familiar with operations plans and orders, tactical publications, and directives and regulations of higher authority which affect the conduct of the watch or the operation of CIC.
- (10) Supervise the air controllers in the control of aircraft during flight operations.
- (11) Supervise and evaluate the on-the-job training of enlisted combat information center personnel on watch, including the cutter's lookouts.
- (12) Be prepared to initiate search and rescue (SAR) procedures in the event of an emergency.
- (13) Report all landfalls; maintain navigation track and position when within radar range of land. When operations are conducted in dangerous or restricted waters and during sorties and entries, report to the OOD when the unit is standing into danger and, additionally, as the OOD directs. Ensure the OOD acknowledges receipt of these reports.
- (14) (cutter specific requirements)

c. Organizational Relationships. The CIC watch officer reports to:

- (1) The OOD for:
 - (a) The conduct of radar air and surface search and tracking; and
 - (b) Supplying combat and tactical information in recommendations involving maneuvering and safe navigation of the cutter.
- (2) The Operations Officer for:
 - (a) AAW and SAR incidents.
 - (b) Directions from higher authority and reports from friendly forces received on CIC controlled tactical circuits.
- (3) The CIC Officer for the administration of the watch and the proper performance of assigned tasks.
- (4) When the TAO watch is set, the CIC watch officer reports to the TAO for all matters concerning the tactical employment and defense of the cutter.
- (5) Personnel of the CIC watch report to the CIC watch officer:

6. Engineer Officer of the Watch (EOW)

- a. Basic Function. As set forth in U.S. Coast Guard Regulations COMDTINST M5000.3 (series).
- b. Duties, Responsibilities, and Authority. As set forth in U.S. Coast Guard Regulations M5000.3 (series).

- (1) (cutter specific requirements)

7. Engineering Department Watchstanders. Due to various engineering configurations, the engineering watches vary from cutter class to cutter class. NEM M9000.6 (series) requires Engineer Officers to provide specific watch standing responsibilities and qualification requirements within the Engineering Department Standing Orders. Depending on a cutter's configuration, a standard underway watch organization may include:

- a. Assistant Engineer of the Watch (AEOW). The AEOW (when assigned) is the principle assistant to the EOW, responsible for monitoring the status and performance of main propulsion and auxiliary machinery and equipment, answering engine orders from the bridge, and supervising the Auxiliary and Security watchstanders.

- (1) (cutter specific requirements).

- b. Main/Auxiliary Watchstander. As directed by the EOW or AEOW, responsible for starting, securing, and monitoring the operation of main propulsion and auxiliary equipment, recording equipment operating parameters, and maintaining the material condition within the engine room. Any abnormalities shall be reported to the EOW.

(1) (cutter specific requirements).

- c. Security Watchstander. As directed by the EOW or AEOW, responsible for monitoring the operation of auxiliary equipment, recording equipment operating parameters, and maintaining the material condition of engineering spaces outside the engine room (i.e. After Steering, Auxiliary Machinery Space, Reefer Flats, Fan Spaces, etc.). Any abnormalities shall be reported to the EOW.

(1) (cutter specific requirements).

- d. Duty Electrician. A Petty Officer of the Electrician's Mate rating responsible for making daily inspections and operational checks of ground detectors, deck, navigation, helo landing, and aircraft warning lights, gyro, and battery charges.

(1) (cutter specific requirements).

- e. Duty Damage Control Watchstander. A qualified Petty Officer of the Damage Control or Machinery Technician rating, responsible for conducting daily soundings of voids, reviewing the DC Closure Log, and ensuring that the proper material condition is set prior to evening reports.

(1) (cutter specific requirements).

8. Damage Control Assistant (DCA)

- a. Basic Function. The DCA is responsible, under the engineer officer, for operation, maintenance, repair, and training in ships survivability systems. Including, the control of damage, stability, list, trim, fighting fires, restoration from damage and CBR countermeasures.
- b. Duties, Responsibilities, and Authority. In addition to the responsibilities outlined in Surface Ships Survivability, NWP 62-1 (series) as applicable, the DCA shall:

(1) Supervise the proper maintenance of damage control log/s.

- (2) Supervise the logging of all fittings which are in violation of the material condition of readiness prescribed. Entries will show the name and rate of the person requesting permission to open a fitting, time the request is made, type of fitting, approximate length of time to be open, and time closed. Anyone who, without permission, violates the material condition of readiness in effect shall be made the subject of an official report.
 - (3) At the end of each watch, obtain a report from the fuel oil and water king on fuel tanks emptied during the watch; note the numbers in the damage control log and whether or not they have been ballasted.
 - (4) Report as required, to the OOD on the status of the watertight integrity of the cutter.
 - (5) Underway, ensure the security watch takes soundings of all voids and cofferdams once each watch and reports soundings to the DCA. Inport, soundings shall be taken once each watch. In addition, have these patrols check the material readiness in their respective areas and report corrective action taken in this respect.
 - (6) Obtain the draft (computed if at sea) and log it daily on the 0800-1200 watch, prior to entering or leaving port, and before and after fueling, rearming or provisioning.
 - (7) Ensure that the master key to repair lockers is issued only to authorized personnel and all repair lockers are kept locked. Also, ensure an emergency key is located next to the repair locker in an emergency key box with a breakable glass front.
 - (8) Daily, at the prescribed time, ensure the OOD passes the word, "All divisions check the setting of condition Yoke. Make reports to the Bridge". After a half-hour take the necessary steps to ensure action by any division failing to make a report.
 - (9) (cutter specific requirements)
- c. Organizational Relationships. The DCA reports directly to the EO and OOD on all matters affecting watertight integrity, stability, or other conditions which otherwise affect the safety of the cutter.
1. Damage control petty officers and/or the petty officers in charge of repair parties, as appropriate, report to the DCA.

9. Quartermaster of the Watch (QMOW)

- a. Basic Function. The quartermaster of the watch is stationed on the bridge.
- b. Duties, Responsibilities and Authority.
 - (1) Report to the OOD changes of weather, temperature and barometer readings, and movement of shipping.
 - (2) Be a qualified helmsman and supervise the helmsman on watch.
 - (3) Observe sunset and sunrise, and instruct the BMOW or messenger in calling officers and crew at specified times.
 - (4) Maintain the ship's log, entering all data required by current instructions or as directed by the OOD.
 - (5) Assist the OOD in navigational matters.
 - (6) Perform such other duties as may be assigned.
 - (7) (cutter specific requirements)

10. Boatswain's Mate of the Watch (BMOW)

- a. Basic Function. The BMOW principal duties underway, are to ensure the safety and security of the cutter.
- b. Duties, Responsibilities and Authority.
 - (1) Aid the OOD in carrying out the cutter routine and ensure the efficient functioning of the watch.
 - (2) Ensure by inspection that all members of the underway watch are posted, alert and are provided with proper clothing and equipment to adequately stand their watch.
 - (3) Aid the OOD in supervising and instructing members of the watch and report to the OOD when the watch is ready to relieve and has been properly relieved.
 - (4) Make a thorough inspection of the cutter hourly to ensure that proper damage control material condition is being maintained, that safety and sanitary procedures are being followed, that deck equipment and small boats are secured, and that good order and discipline is being maintained.

- (5) Assist the QMOW in properly maintaining the damage control closure log and ensuring its accuracy during the hourly inspection.
- (6) Make wake-up calls as directed by the QMOW.
- (7) Ensure timely and proper rotation of the helm and lookout watchstanders.
- (8) Check the proper operation and functioning of the navigation lights and report the results to the OOD every half hour.
- (9) Be familiar with the basic duties of the QMOW and assist as necessary.
- (10) Know the correct helicopter tiedown procedures, how to tighten the tiedowns and the safety precautions around helicopters. Do not adjust tiedowns without the permission of the OOD and the aviation officer/senior aviator.
- (11) Be qualified as a helmsman and lookout.
- (12) Know the basic Rules of the Road, basic navigation, and radar operating procedures.
- (13) Perform such other duties as may be assigned.
- (14) Normally be under the direct supervision of the OOD or the JOOD, when assigned, in the performance of assigned duties.
- (15) (cutter specific requirements)

11. Lookouts, Sky and Surface

- a. Basic Function. Lookouts will be stationed at the appropriate lookout stations and perform duties in accordance with lookout doctrine and the Shipboard Lookout Manual, CG-414. They are under the direct supervision of the officer of the deck. Lookouts will be trained in their duties by the CIC officer or by the leading boatswain's mate. The number, posting and training of lookouts will, as a minimum conform to the requirements and intent of the Navigation Rules- International/Inland, and United States Coast Guard Regulations.

- (1) (cutter specific requirements)

12. Messenger of the Watch (MOW)

- a. Basic Function. The messenger, when assigned, stands watch on the bridge, delivers messages, answers the telephone and carries out such duties as the OOD may direct. In the absence of an assigned messenger, the duties shall be shared by other members of the assigned watch primarily the BMOW and QMOW.

(1) (cutter specific requirements)

13. Sound Powered Phone Talkers

- a. Basic Function. The phone talker, will be familiar with all stations on the circuits they operate and conform to the guidance provided in the Sound Powered Telephone Talkers' Manual, COMDTINST M9430.1.

(1) (cutter specific requirements)

14. Life Buoy/After Lookout

- a. Basic Function. This watch, when assigned, shall be stationed at the designated station aft, will be in possession of a life ring and will maintain an alert watch for personnel who fall overboard. In addition, the life buoy/after lookout will man sound-powered phones. During conditions of low visibility, this watch will be assisted by a phone talker.

(1) (cutter specific requirements)

15. Fog Lookouts

- a. Basic Function. This watch will be stationed during periods of reduced visibility. The watch is stood in those locations, where approaching ships can best be seen or heard. It will be the duty of the fog lookouts to stand a vigilant watch to detect (either by sound or sight) approaching ships or craft. The fog lookout must be in communication with the OOD and is assisted by a phone talker. Posting and training of fog lookouts will, at a minimum, meet the requirements of the NAV Rules.

(1) (cutter specific requirements)

16. Helmsman

- a. Basic Function. The helmsman must be qualified, with such qualifications recorded in the individual's service record, and will steer courses prescribed by the conning officer. The helmsman shall alternate with the other members of the deck watch be directed by the boatswain's mate of the watch and approved by the conning officer.

(1) (cutter specific requirements)

17. Lee Helmsman

- a. Basic Function. The lee helmsman, when assigned, will stand watch at the engine order telegraph on the bridge and will ring up the conning officer's orders to the engines ensuring that all bells are correctly answered. The lee helmsman must be a qualified helmsman and will alternate with the other members of the deck watch as directed by the boatswain's mate of the watch and approved by the conning officer.

(1) (cutter specific requirements)

18. Aft Steering

- a. Basic Function. This watch is stationed aft at the secondary steering station. Duties include lining up and operating the steering equipment as directed by the OOD and taking over steering control in the event of a steering casualty. The electrician and machinery technician (when assigned) will be qualified to shift steering units and handle emergencies in connection with this equipment. The quartermaster when assigned will be qualified in this position.

(1) (cutter specific requirements)

19. Radioman of the Watch (RMOW)

- a. Basic Function. The RMOW is stationed in the radio room. Duties include sending and receiving message traffic, processing message traffic for review by the commanding officer, executive officer, and other personnel as applicable. Maintain a guard on the appropriate frequencies, and ensuring that cryptographic equipment is appropriately safeguarded and keyed.

(1) (cutter specific requirements)

Section 220 - The Watch Organization in Port/at Anchor

1. General. The basic peacetime in port watch organization is presented in this section. In emergency or in wartime, additional watches for security, anti-sabotage, and weapon systems crewing may be established. A guide to wartime procedures is provided in NWP 60 (confidential).

2. Officer of the Deck Inport

- a. Basic Function. Refer to U.S. Coast Guard Regulations, COMDTINST M5000.3 (series).
- b. Duties, Responsibilities, and Authority. Refer to U.S. Coast Guard Regulations, COMDTINST M5000.3 (series).
 - (1) (cutter specific requirements)

3. Junior Officer of the Deck in Port (JOOD)

- a. Basic Function. The JOOD assists the officer of the deck (OOD).
- b. Duties, Responsibilities, and Authority. Non-engineering department personnel may be assigned to be JOOD as an inport watch assignment.
 - (1) Maintain good order and discipline.
 - (2) Make evening reports and mustering restricted crewmembers.
 - (3) Ensure duty section reveille is held on weekends and holidays.
 - (4) Assist the OOD and EOW in the conduct of drills.
 - (5) Make frequent rounds of the cutter to inspect for the material condition of the cutter, fire and safety hazards, and cleanliness.
 - (6) Ensure cleanliness of the dock, storage sheds and surrounding pier area, being on the lookout for fire and safety hazards, tampering, theft or illegal entry at pier side storage areas.
 - (7) Assist in the processing of all new personnel reporting aboard, ensuring that the Chief Master-at-Arms issue, each crewmember a bunk, locker, and linen.

- (8) Enforce taps.
- (9) Assist the OOD in carrying out the morning orders.
- (10) Supervise sweepdown and mess deck cleanups.
- (11)(cutter specific requirements)

4. Petty Officer of the Watch (POW)

- a. Basic Function. The petty officer of the watch is the primary enlisted assistant to the officer of the deck inport.
- b. Duties, Responsibilities, and Authority.
 - (1) Assist the OOD and supervise and instruct sentries and messengers.
 - (2) Wear the prescribed uniform in accordance with local instructions.
 - (3) Carry out the daily routine and orders as the OOD directs.
 - (4) Notify the OOD of any changes in weather and of significant change in the barometric pressure readings.
 - (5) Make entries in the deck log of all events of interest as directed by the OOD.
 - (6) Direct the actions of the messenger.
 - (7) Require the messenger to make the wake-ups listed in the wake-up log.
 - (8) Call away boats in sufficient time to ensure that they are ready to leave the cutter at the time prescribed in the boat schedule.
 - (9) Perform such other duties as the officer of the deck or junior officer of the deck may direct.
 - (10) Log in or out all PCS personnel. Additionally, log personnel reporting aboard TAD and when they depart for their regularly assigned PCS station.
 - (11)(cutter specific requirements)

c. Organizational Relationships.

- (1) The petty officer of the watch reports to the OOD.
- (2) Enlisted personnel standing watches who have routine reports to make to the OOD may report to the senior petty officer of the watch.
- (3) (cutter specific requirements)

5. Quartermaster of the Watch (QMOW) in Port/at Anchor

- a. Basic Function. The QMOW (when assigned) will perform duties assigned by the OOD and in accordance with the instructions of the navigator. The QMOW will observe sunrise and sunset, ensure the proper handling of absentee pennants, maintain the navigational plot, hail boats, assist the OOD in rendering honors, take temperature and barometer readings, and keep the OOD appropriately informed. When a QMOW is not assigned, the duties of this watch will be carried out by the POW, or a messenger, as appropriate.
- b. Duties, Responsibilities and Authority.
 - (1) (cutter specific requirements)

6. Boatswain's Mate of the Watch (BMOW) in Port/at Anchor

- a. Basic Function. The BMOW shall aid the officer of the deck in carrying out the cutter's routine and ensuring the assignment and efficient functioning of the security watch, sentries, messengers and side boys.
- b. Duties, Responsibilities and Authority.
 - (1) Assign qualified watchstanders from the deck department to the security watch and ensure the proper performance of same.
 - (2) When required, muster, inspect and instruct side boys in the performance of their duties.
 - (3) Assist the OOD in rendering honors to arriving and departing personnel.
 - (4) At sunset, check the proper setting and operation of required navigational lights in accordance with current instructions.

- (5) Designate qualified and certified boat coxswains and boat crews from within the duty section to operate the cutter's small boats as required.
- (6) Check the proper setting of material condition YOKE at the appropriate time and report same to the OOD.
- (7) Ensure the damage control closure log is current after checking the setting of material condition YOKE at sunset.
- (8) Supervise the duty deck force in the performance of their assigned duties.
- (9) When at anchor, establish and assign the anchor watch and ensure that the existing condition of the ground tackle and anchor chain is reported to the officer of the deck every 30 minutes or more often as directed.
- (10)(cutter specific requirements)

c. Organizational Relationship.

- (1) The BMOW reports to:
 - (a) The OOD for the performance of assigned duties.
 - (b) The first lieutenant for training and qualification.
- (2) The following report to the BMOW:
 - (a) Security watchstanders for assignment to duty.
 - (b) Duty force for assignment and performance of duties.
- (3) (cutter specific requirements)

7. Messenger Of the Watch (MOW)

- a. Basic Function. The messenger will stand a four-hour watch with the petty officer of the watch (POW) and perform such duties as may be assigned. Messengers will have a comprehensive knowledge of the cutter and its organization. The OOD may request additional messengers to assist the POW as needed.
- b. Duties, Responsibilities, and Authority.
 - (1) (cutter specific requirements).

8. Duty Radioman

- a. Basic Function. The duty radioman is responsible for the reliable, rapid, and secure conduct of external radio communications, other than tactical and air control voice radio; and for the expeditious and efficient administration of internal routing and related communications systems.
- b. Duties, Responsibilities, and Authority.
 - (1) Direct the main communication center personnel on watch in the handling of communications traffic, and supervise the crypto center and radio rooms.
 - (2) Ensure proper internal routing, and expedite the delivery of all incoming radio communications (with the exception of tactical signals) addressed to or of interest to the cutter.
 - (3) Ensure the release by proper authority of all outgoing traffic, and direct transmission of messages as appropriate.
 - (4) Ensure that all outgoing traffic is free of violations of security regulations. Should an error be noted after transmission of a message, the Security Officer, and Communications Officer shall be notified.
 - (5) Ensure the maintenance of the communications files and logs.
 - (6) Be familiar with and ensure the application of all directives and regulations promulgated by higher authority pertaining to communications.
 - (7) Keep fully informed of radio frequencies and transmitter setups in use as prescribed by the communications officer. Maintain discipline in the radio spaces and ensure that all the cutter's radio equipment is effectively operated.
 - (8) Be proficient in the use of all crypto-aids assigned to the command, and be familiar with the duties of the communications officer. In the absence of the communications officer assume responsibility for the crypto centers as follows:
 - (a) Maintain the security and readiness of the crypto center, including equipment and publications.

- (b) Supervise personnel assigned to the watch in the processing of messages requiring encryption and decryption, including the routing and handling of classified messages.
 - (c) Observe the emission control condition in effect.
- (9) At the beginning of each watch, conduct a sight inventory and accept custody of all publications assigned to the main communications center, and assume the responsibility for all classified materials in accordance with security regulations.
- (10) Be prepared to execute the emergency destruction of classified matter.
- (11) Inform the Communications Officer of any significant or unusual incidents, violation of communications security, or failure of communications equipment.
- (12) Ensure that effective watch bills have been prepared and are being maintained in the main communications center.
- (13) Supervise the administration of on-the-job training to communications watchstanders during watch. Ensure that training is at a maximum and that records are maintained of training progress.
- (14) Determine the routing of traffic, precedence of traffic, and the transmitter and receiver setups, subject to the approval of the communications officer.
- (15) Perform such other duties as may be assigned.

c. Organizational Relationships.

- (1) The duty radioman reports to the officer of the deck for the proper and expeditious transmission and receipt of traffic and the general administration of the watch.

9. Side Boys.

- a. Basic Function. When required for attending the side, the requisite number of personnel will be on deck, in the uniform of the day, as directed. They will be mustered, inspected, and instructed in their duties by the boatswain's mate of the watch. They will be responsible for performing such duties as the officer of the deck may direct.
- b. Duties, Responsibilities, and Authority.
 - (1) (cutter specific requirements)

10. Duty Master-at-Arms. (MMA)

- a. Basic Function. This watch shall be stood by personnel in accordance with the orders of the executive officer and the chief master-at-arms.
- b. Duties, Responsibilities, and Authority.
 - (1) (cutter specific requirements)

11. Gangway Watch.

- a. Basic Function. When required, the gangway watch will be posted at the foot of the gangway or brow and will perform such duties as directed by the OOD. These duties normally will include security of the brow and ceremonial duties.
- b. Duties, Responsibilities, and Authority.
 - (1) (cutter specific requirements)

12. Anchor Watch

- a. Basic Function. When at anchor, this watch (when assigned) will be stationed as required by the commanding officer. The instruction of this watch will be the responsibility of the first lieutenant assisted by the senior boatswain mate; watch duties will be performed under the direction of the OOD. The watch will be posted in the immediate vicinity of the ground tackle and will maintain a continuous watch on the anchor chain to observe the strain and direction in which the anchor is tending. Conditions will be reported to the officer of the deck every 30 minutes or more often as directed by the OOD.
- b. Duties, Responsibilities, and Authority.
 - (1) (cutter specific requirements)

13. Fog Lookouts

- a. Basic Function. The duties and responsibilities for the fog lookouts in port or at anchor are identical to those described in the underway section for fog lookouts.
- b. Duties, Responsibilities, and Authority.
 - (1) (cutter specific requirements)

14. Sounding and Security Watches

- a. Basic Function. The watch of the sounding and security patrol will be regular and continuous. It is essential that only well indoctrinated, experienced personnel be assigned this watch. The patrol will follow an irregular route while conducting a continuous inspection of all spaces (except those in which a watch is posted or those spaces designated as limited or exclusive areas) in order to detect and prevent fire hazards, flooding, theft, sabotage, or other irregular activity affecting the physical security of the cutter. The results of the patrol will be reported hourly to the OOD and will be logged in the cutter's log. Any unusual conditions will be reported to the OOD immediately.
- b. Duties, Responsibilities, and Authority.
 - (1) Maintaining continuous patrols above and below decks.
 - (2) Checking classified stowage including spaces containing classified equipment.
 - (3) Being alert for evidence of sabotage, thievery, and fire or safety hazards.
 - (4) Checking security of weapons magazines.
 - (5) Obtaining periodic soundings of designated tanks, voids, and spaces once per watch.
 - (6) Periodically inspecting damage control closures.
 - (7) (cutter specific requirements)

- 15. **Engineering Department Watchstanders.** Due to various engineering configurations, the engineering watches vary from cutter class to cutter class. Naval Engineering Manual, M9000.6 (series) requires Engineer Officers to provide specific watch standing responsibilities and qualification requirements within the Engineering Department Standing Orders. Depending on a cutter's configuration, a standard in port watch organization may include:

16. Engineer Officer of the Watch (EOW) In Port.

- a. Basic Function. As per U.S. Coast Guard Regulations, COMDTINST M5000.3 (series).
- b. Duties, Responsibilities, and Authority. The engineer officer of the watch in port shall be directly responsible for operation, care, and preservation of the machinery of the engineering department, and shall have general supervision and responsibility for all work coming under the cognizance of the engineering department, but the direct supervision of maintenance and repair shall be carried on by the other assistants to the engineer officer, according to the assignments made within the department. The in port EOW shall be qualified to serve as the On Scene Leader for General Emergency situations. (Specific responsibilities to be developed by the cutter).

17. Senior In port Watchstander.

- a. Basic Function. Principle assistant to the EOW, responsible for monitoring the engineering plant and supervising the in port watch. Shall be qualified as an underway AEOW.
- b. Duties, Responsibilities, and Authority.
 - (1) (cutter specific requirements).

18. Inport Generator Watch.

- a. Basic Function. When a generator is on line, the watch shall consist of two watchstanders: a main/auxiliary watchstander responsible for monitoring and maintaining the running generator, and a security watchstander responsible for monitoring and maintaining auxiliary equipment and the material condition of engineering spaces outside the engine room.
- b. Duties, Responsibilities, and Authority.
 - (1) (cutter specific requirements).

19. Inport Cold Iron Watch.

- a. Basic Function. As a minimum a cold iron watch may be set when a Gas Turbine, Main Diesel Engine, Ship's Service Generator or Emergency Generator is not running. The watchstander shall be qualified to stand an Underway Security Watch, responsible for monitoring and maintaining auxiliary equipment, hotel services, and the material condition of all engineering spaces.
- b. Duties, Responsibilities, and Authority.
 - (1) (cutter specific requirements)

Section 230 - Battle Condition Watches and Watch Sections

1. General. The *minimum* watch section and duty section requirements for the below cutter classes are two sections. The watch sections and duty sections may be expanded to more than two sections at the commanding officers discretion. These requirements are applicable to normal inport watches, normal underway steaming, and battle conditions.
 - (a) WHEC 378
 - (b) WMEC 270
 - (c) WMEC 210
 - (d) WMEC OTHER
 - (e) WAGB 399
 - (f) WAGB 290
 - (g) WLB 180
 - (h) WLM 133/157
 - a. The following cutters do not man a typical underway watch or duty section due to their manning levels. The commanding officer shall determine the manning requirements for all underway, inport, and battle condition watch sections. A casualty response is usually an all hands evolution. The drills listed in the Cutter Training and Qualification Manual, COMDTINST M3502.4 (series), need to be completed at the periodicity listed as an all hands evolution, not the periodicity per watch section or duty section.
 - (a) WTGB 140
 - (b) WPB 110/82
 - (c) WSES
 - (d) WLI/C
 - (e) WLR
 - (f) WYTL

2. **Conditions of Readiness.** Condition watches shall be as follows:
3. **Setting Condition I and Variations.** Setting of Condition I and variations there of shall be indicated by sounding the general alarm followed by the announcement "Set General Quarters Condition I". If the cutter is in Condition I and a variation is desired, the appropriate word will be passed over the general announcing circuit and all sound powered telephone circuits.
 - a. **Condition I.** When Condition I has been set the following will apply:
 - (1) The cutter is at its highest level of readiness. All engineering and weapons systems are ready for immediate and sustained use. All personnel are at their assigned stations.
 - b. Repair locker personnel shall be cross trained to conduct other evolutions which may occur with the cutter in Condition I. (Depending on the cutter's wartime capabilities) These include, but are not limited to:
 - (1) Assist in handling of ammunition or loading of torpedoes.
 - (2) Launching or recovery of helicopters.
 - (3) Vertical replenishment, including Helicopter In Flight Refueling (HIFR) as appropriate.
 - (4) Assist as stretcher bearers.
 - (5) Assist at Special Sea Detail/Mooring Stations.
 - c. All personnel shall be trained in the operation of available firefighting equipment, including portable pumps, in case of a major conflagration.
 - d. Condition I ECHO. Temporary relaxation at GQ for rest and for meals at battle stations.
4. **Condition III.** Wartime or other high intensity operations underway: maintain sufficient readiness to conduct screening or other assigned operations, provide for immediate self defense, conduct urgent/deliberate attack, take initial actions when detached as part of a search and attack unit (SAU) or surface attack group (SAG), or perform other missions assigned.

- a. Weapons systems will be ready to ensure the cutter can employ its self defense capability until Condition I is set.
 - b. Engineering and command, control, communications systems will be operating and ready to perform the mission assigned.
 - c. Personnel from one full repair locker shall normally be up and about. The primary responsibility of the repair locker and damage control central is the internal security of the cutter outside the main engineering spaces. The repair locker personnel, with the assistance of non-watchstanders, will be cross trained. Condition III repair locker personnel are not required to stand by a repair locker. They may conduct maintenance, housekeeping, or other duties. This policy allows for the maximum rest of watchstanders. Allowing routine evolutions to be conducted with readily available personnel and eliminate the need to wake off-watch personnel.
5. Condition IV. The Condition IV watch is used for normal steaming. Normally Condition IV is a three section watch. However, cutters may expand Condition IV to more than three sections, provided watch personnel are PQS/JQR qualified.
6. Condition V. Condition V is set when the cutter is inport. The primary purpose of this watch is to maintain the security of the cutter.
7. **Condition Watch Organization is set in accordance with the Watch Quarter and Station Bill.**

CHAPTER 3 - UNIT BILLS

Section 300 - General

1. **Policy.** A unit bill sets forth policy for assigning personnel to duties or stations for executing specific evolutions or accomplishing certain functions. It consists of the following:

References: Provides guidance for the development and execution of each bill. Where conflicts between the Navy and Coast Guard references exist, the Coast Guard reference shall apply.

- a. Purpose. Describes the purpose of the bill.
 - b. Responsibility. Details who will maintain the bill.
 - c. Information. Provides background or guidance for the bill.
 - d. Procedures and Assignments. The cutter's specific requirements shall be filled in by the commanding officer. The information shall contain, policies, and responsibilities of individuals, either by billet number or by i.e., CO, XO, EO, BM1, DC2, etc., with regard to planning, organizing, directing, or controlling the function or evolution to which the bill relates.
 - e. Commandant guidance under the Purpose, Responsibility, Information, and in some cases the Procedures and Assignments, are the minimum requirements. The cutter may expound on this guidance, but may not change the basic guidance.
2. **General information.** The bills in this chapter provide guidance in assisting the formulation of administrative, operational, and emergency bills.
 - a. The format of each unit bill shall be consistent with the guidance provided in this chapter.
 - b. The bills listed in this chapter are not all inclusive. Commanding officers may require the development of other bills to meet cutter specific requirements.
 3. **Assignments in Unit Bills.** It is important to recognize the effect on personnel in the bills caused by changes in watch assignments and personnel rotation. There is a close relationship between watch duties and the unit's bill. Assignment to duty in a unit's bill is indicated in and determined by the watch, quarter, and station bill (WQSB).

- 4. Watch, Quarter, and Station Bill. (WQSB)** A bill common to all units is the WQSB. The WQSB is a composite of all the ship's bills as noted, providing the assignments of personnel to duties and stations specified within each of the unit's bills. The WQSB's primary purpose is to inform personnel of those assignments in the unit bills.
- a. Format. The WQSB is arranged by row and column. The top row of the WQSB lists all the unit bills horizontally, from left to right. Under each bill the assigned station or duty is listed. The far left column lists each billet number vertically. Parallel to each billet number the coinciding personnel are listed by their rank/rate, first initial, and last name.
 - b. Procedures. The WQSB can be divided up by divisions. Each division shall post their WQSB in a central location for viewing by their personnel, or the WQSB may be posted as whole, in a central location, to be viewed by the crew. It shall be the responsibility of each department head and division officer to ensure the WQSB is kept current. The WQSB can be in the standard form using a prefabricated board with paper tag inserts or a computer generated spread sheet utilizing the above format.

Note: The following engineering bills are neither listed nor reference within section 300. The Naval Engineering Manual COMDTINST M9000.6 (series), Chapter 079, provides guidance for preparing and maintaining general engineering bill's. The following bills are and shall be maintained in the Casualty Control Manual:

- Fuel Oil Service
- Evaporator Plant
- Ships Service
- Generator
- Fuel Oil Transfer and Ballast
- Drainage
- Fire Main and Salt Water Circulating
- Auxiliary Plant
- Main Propulsion Repair
- Casualty Power
- Interior Communication
- De-energizing Electric Circuits
- Air Conditioning, Heating & Ventilation
- Compressed Air
- Aviation Fuel

5. Bill Matrix

a. The following bill matrix depicts which bills are required for each cutter class.

	WQSB NOTE	CUTTER CLASS										
		WAGB 399	WAGB 290	WHEC 378	WMEC ALL	WLB 180	WTGB 140	WLM 133	WPB 110	WLI/C 157	WLR 82	WYTL
BILLS												
Berthing and Locker		X	X	X	X	X	X	X	X	X	X	
Cleaning, Preservation & Maint.		X	X	X	X	X	X	X	X	X	X	X
Formation and Parade		X	X	X	X	X	X	X	X			
General Visiting		X	X	X	X	X	X	X	X	X	X	X
Orientation		X	X	X	X	X	X	X	X	X	X	X
Security Watch		X	X	X	X	X	X	X	X	X	X	X
Zone Material Inspection		X	X	X	X	X	X	X	X	X	X	X
Anti-Sneak/Swimmer Attack	**	X		X	X	X			X			
Civil Disaster		X	X	X	X	X	X	X	X	X	X	
Cold Weather	**	X	X	X	X	X	X	X	X	X	X	X
Darken Ship		X		X	X	X						
Diving		X				*						
Drydocking		X	X	X	X	X	X	X	X	X	X	X
Emission Control (EMCON)				X	X	*			*			
Heavy Weather	**	X	X	X	X	X	X	X	X			
Helicopter Operations	**	X		X	X				*			
Intelligence Collection		*		X	X	*			*			
Pollution Response		X	X	X	X	X	X	X	X	X	X	X
Quiet Ship				X	X	*			*			
Replenishment at Sea				X	*	*			*			
Rescue and Assistance	**	X	X	X	X	X	X	X	X	X	X	X
On-Scene Commander & Search		X	X	X	X	X	X		*			
Self Defense Force		X		X	X	X						
Special Sea/Mooring/Anchoring	**	X	X	X	X	X	X	X	X	X	X	X
Towing Bill	**	X	X	X	X	X	X	X	X	X	X	X
Visit & Search, Prize Crew	**			X	X	*			*			
Law Enforcement	**	X	X	X	X	X	X	X	X	X	X	X

NOTE: * When personnel, equipment on board or mission required.

** As noted the minimum Bills which are required to be part of the WQSB.
The commanding officer may designate other bills to be part of the WQSB.

5. Bill Matrix cont.

- a. The following Bill matrix depicts which bills are required for
(1) each cutter class.

	WQSB NOTE	CUTTER CLASS										
		WAGB 399	WAGB 290	WHEC 378	WMEC ALL	WLB 180	WTGB 140	WLM 133	WPB 110	WLI/C 157	WLR 82	WYTL
BILLS												
Cutter Boat Operations		X	X	X	X	X	X	X	X			
Aids to Navigation						X	*	X		X	X	
Abandon Ship	**	X	X	X	X	X	X	X	X	X	X	X
Aircraft Ditch & Rescue	**	X	X	X	X	X	X	X	X			
General Quarters	**	X	X	X	X	X	X	X	X	X	X	X
Man Overboard	**	X	X	X	X	X	X	X	X	X	X	X
Toxic Gas		X	X	X	X	X	X	X	X	X	X	
Steering Casualty		X	X	X	X	X	X	X	X	X	X	X
Degaussing				*	*							
Strip Ship & Clear Ship	**			X	X				*			
Salvage Ship	**	X	X	X	X	X						
Scuttle Ship	**			X	X	X			X			
CBR Defense	**			X	X	*						
Jettison	**	X	X	X	X	X	X	X	X	X	X	
Watch Quarter and Station		X	X	X	X	X	X	X	X	X	X	X

NOTE: * When personnel, equipment on board or mission required.
 ** As noted the minimum Bills which are required to be part of the WQSB.
 The commanding officer may designate other bills to be part of the WQSB.

Section 310 - Administrative Bills

1. Personnel Assignments Bill

- a. Purpose. To provide a policy for the assignment or reassignment of officers and enlisted personnel to billets within departments and divisions of the cutter.
- b. Responsibility. The executive officer is responsible for this bill and shall require that it be maintained accurately.
- c. Information. The missions and tasks of the cutter, as determined by Commandant, provide a basis for determining the equipment to be installed. The number of personnel to be assigned is fixed by the crewing requirements for that equipment. When the number of personnel has been determined, the Commandant prepares a Personnel Allowance List (PAL). The PAL contains the ranks and rates required for peacetime operation of the cutter. Complement comprises the personnel required for operating and fighting under wartime conditions; Allowance, indicates the personnel required for peacetime operations. All bills in this manual are based on the personnel allowance list.

OFFICER PERSONNEL ASSIGNMENT BILL

(FIGURE 3-1)

EXAMPLE

<u>BILLET NO.</u>	<u>DEPARTMENT</u>	<u>RANK</u>	<u>TITLE</u>
C-101	COMMAND	CDR	COMMANDING OFFICER
C-102	COMMAND	LCDR	EXECUTIVE OFFICER
C-103	OPERATIONS	LT	OPERATIONS OFFICER
C-106	OPS	LTJG	COMBAT INFORMATION CENTER OFFICER
C-110	OPS	ENS	COMMUNICATIONS OFFICER
C-104	ENGINEERING	LT	ENGINEER OFFICER
C-107	ENG	LTJG	DAMAGE CONTROL ASSISTANT
C-108	ENG	ENS	STUDENT ENGINEER
C-111	ENG	CW04	MAIN PROPULSION ASSISTANT
C-105	DECK	LTJG	FIRST LIEUTENANT
C-112	DECK	ENS	WEAPONS OFFICER

ENLISTED PERSONNEL ASSIGNMENT BILL

(FIGURE 3-2)

EXAMPLE

RATINGS	-----PAY GRADES-----							TOTALS
	E9	E8	E7	E6	E5	E4	E3	E2
DECK DEPARTMENT								
BM	1			3	2	5		11
GM			1		4			5
SN							7	7
SA								5
TOTALS	1		1	3	6	5	7	5

RATINGS	-----PAY GRADES-----							TOTALS
	E9	E8	E7	E6	E5	E4	E3	E2
OPERATIONS								
ET								
RD								
RM								
QM								
HS								
SK								
SS								
YN								

RATINGS	-----PAY GRADES-----							TOTALS
	E9	E8	E7	E6	E5	E4	E3	E2
ENGINEERING								
DC								
MK								
EM								
FN								
FA								

2. Berthing and Locker Bill

Reference.

(a) U.S. Coast Guard Regulations, COMDTINST M5000.3 (series)

- a. Purpose. To establish uniform policies for assignment of berthing, locker and lounge facilities to personnel.
- b. Responsibility. The executive officer is responsible for maintaining the berthing and locker bill.
- c. Information. Berthing and locker assignments shall be made in accordance with this bill. Changes to the bill necessitated by changes within the cutter shall be authorized by the executive officer. The following considerations govern allocation of berthing to departments and assignments of berths:
 - (1) Department administration.
 - (2) Morale.
 - (3) Key personnel.
 - (4) Accommodation of men and women.
 - (5) Cleanliness of the ship.
- d. Procedures and Assignments.
 - (1) The executive officer shall:
 - (a) Exercise control of berthing assignments through his representative or the MAA.
 - (b) Allocate berthing assignments to departments in accordance with ships instructions.
 - (c) Assign officers to staterooms in accordance with rank and billet assignments.
 - (d) Assign chief petty officers to berthing and locker facilities.
 - (2) Department heads shall supervise the berthing arrangements of divisions within the department.
 - (3) The division officer shall supervise all matters of berthing within the division.
 - (a) Ensuring all bunks and lockers are numbered, assigning division personnel to bunks and lockers.
 - (4) The master at arms shall:
 - (a) Assume custody of bedding and temporary berthing not assigned to a division and absent personnel.

- (b) Control berthing and locker assignments as directed by the XO and maintain a list of bunk and locker assignments.
- (5) The following general policies in matters of berthing are to be observed.
 - (a) (cutter specific requirements)

3. Cleaning, Preservation, and Maintenance Bill

References

- (a) Shipboard Regulations Manual, COMDTINST M5000.7 (series)
 - (b) Coatings and Color Manual, COMDTINST M10360.3 (series)
 - (c) NSTM, Chapters 074, 077, 631
-
- a. Purpose. To establish policies for the assignment of personnel to duties involving maintenance, preservation, and cleanliness of the exterior and interior of the cutter, hull fittings, machinery and equipment.
 - b. Responsibility. The first lieutenant is responsible for maintaining this bill.
 - c. Information. General procedures for cleaning and preservation are contained in this bill. Detailed assignments by division officers of personnel to hull cleaning and preservation duties should be made on the basis of the division responsibilities outlined in this bill.
 - d. Procedures and Assignments.
 - (1) The executive officer shall:
 - (a) Coordinate departments in matters of cleanliness, preservation, and ensure that duties assigned to not overlap, or leave areas in the ship for which no department is responsible.
 - (b) Conduct material, sanitary and safety inspections in accordance with current instructions.
 - (c) Assign responsibilities for cleaning and maintenance.
 - (2) Heads of departments/division officers shall:
 - (a) Assign personnel to cleaning and maintenance duties.
 - (b) Require that a high state of cleanliness, material preservation, and good order are maintained in the division's/departments' cognizant spaces.
 - (3) General procedures.
 - (a) (cutter specific requirements)

4. Formation and Parade Bill

Reference.

(a) U.S. Coast Guard Regulations, COMDTINST M5000.3 (series).

- a. Purpose. The purpose of this bill is to provide a policy for functions requiring departmental formations.
- b. Responsibility. The executive officer is responsible for maintaining the formation and parade bill.
- c. Information. Quarters/muster and formations which may be required shall be held in accordance with this bill. Changes to this bill, necessitated by special circumstances, will be authorized by the executive officer. This bill provides direction for evolutions and functions as follows:
 - (1) Regular departmental quarters for:
 - (a) Fair weather parade.
 - (b) Foul weather parade.
 - (c) Personnel inspections.
 - (2) Officers call
 - (a) Quarters for entering and leaving port.
 - (b) Manning the rail.
- d. Procedures and Assignments.
(cutter specific requirements)

5. General Visiting Bill

- a. Purpose. In accordance with applicable Commandant, Area, District, unit, and other applicable instructions this bill shall: specify procedures and restrictions necessary for the control of visitors and to ensure physical security of the ship, integrity of classified information, reasonable privacy of the ship's personnel, and safety of the visitors.
- b. Responsibility. The executive officer is responsible for the overall arrangements for receiving visitors and directing augmentation or deviations from the procedures of this bill.
- c. Information. When general visiting is permitted, officers and crew shall, consistent with OPSEC guidelines and security considerations, make every effort to provide visitors with general information regarding their unit and the Coast Guard. Unofficial visitors shall not be allowed to view classified areas, nor shall classified information be discussed. Procedures for official visits are discussed in applicable security directives.
- d. Procedures and Assignments.

(cutter specific requirements)

6. Orientation Bill.

References.

(a) Cutter Training and Qualification Manual, COMDTINST M3502.4 (series).

- a. Purpose. The purpose of this bill is to establish standard procedures for the thorough indoctrination and orientation of newly reported personnel, to ensure their safety and rapid assimilation into the functional routine of the cutter and to ensure the overall safety of the cutter and crew.
- b. Responsibility. The executive officer is responsible for this bill and shall ensure that it is implemented in a thorough and timely manner.
- c. Information. Supervised indoctrination of newly reported personnel will assist in having a well informed crew with a minimum disruption of daily routine. Personnel reporting on board shall undergo an initial orientation/indoctrination period in accordance with the guidance in reference (a). The goals of this period are intended to orient newly reported personnel to their individual responsibilities, duties, and opportunities, and to acquaint newly reported personnel with departmental and special office facilities and functions and their relationship in unit operations.
- d. Procedures and Assignments.

(cutter specific requirements)

7. Security Watch Bill

References.

(a) Shipboard Regulations Manual, COMDTINST M5000.7 (series).

- a. Purpose. To provide for ship security consistent with the performance of assigned missions and routine functions. It is the duty of the inport security watches to safeguard the ship and its company from sabotage, danger or compromise.
- b. Responsibility. The executive officer is responsible for maintaining this bill.
- c. Information. Security is obtained through; alertness, position, and mobility. Ships are particularly vulnerable when moored in a crowded harbor. Under unusual circumstances or when danger is suspected, ships should be moved to an anchorage clear of harbor activity, or get underway. If there is the slightest doubt about the security force's ability to handle a threat, the Self Defence Force Bill shall immediately be activated.
- d. Procedures and Assignments.
(cutter specific requirements)

8. Zone Material Inspection Bill

Reference.

(a) U.S. Coast Guard Regulations, COMDTINST M5000.3 (series)

- a. Purpose. To set forth the responsibilities and procedures for conducting zone inspections.
- b. Responsibility. The executive officer is responsible for maintaining this bill.
- c. Information. Regular inspections are required by Coast Guard Regulations and are necessary to ensure that machinery, spaces, and equipment are properly operated, that they are preserved and maintained, and that spaces are kept clean. Definitions of the various zones shall be inserted immediately following this section. The XO shall designate the inspection party and the inspection party shall file a report to the XO on their findings.
- d. Procedures and Assignments. (cutter specific requirements)

9. Other Bills As required

Reference.

- a. Purpose.
- b. Responsibility.
- c. Information.
- d. Procedures and Assignments.
(cutter specific requirements)

Section 320 - Operational Bills

1. Special Sea Detail/Anchoring/Mooring Bill

Reference.

- (a) Knights Modern Seamanship.
 - (b) FXP-4 Ship Exercises.
 - (c) Naval Shiphandling, (Crenshaw).
 - (d) Cutter Navigation Standards and Procedures, COMDTINST 3530.2 (series).
 - (e) Expanded Junior Officer Shiphandling Opportunities, COMDTINST 1520.22 (series).
 - (f) NSTM Chapter 582 Mooring and Towing.
 - (g) NSTM Chapter 077 Personnel Protection.
 - (h) NSTM Chapter 581, Anchoring
 - (i) Tugs, Towboats and Towing (Cornell Maritime Press).
- a. Purpose. To establish policies for assignment of personnel to stations and duties during periods when the ship is being handled in restricted waters and to make preparations for getting underway or returning to port.
 - b. Responsibility. The operations officer, under the supervision of the executive officer, is responsible for maintaining this bill.
 - c. Information. The special sea detail supplements the regular underway watch, and in some instances, the special sea detail will relieve the regular watch.
 - d. Procedures and Assignments.

(cutter specific requirements)

Anchoring

- a. Procedures and Assignments.

(cutter specific requirements)

Mooring

- a. Procedures and Assignments.
 - (1) Heads of departments shall assign qualified personnel to ship and engine control stations in accordance with the provisions of this bill.

- (2) The OOD shall:
 - (a) Call away mooring stations as directed.
 - (b) Ensure the Special Sea Detail Bill has been set. Ensure the ship is ready for mooring to or getting underway from the pier.
 - (c) Supervise the procedures outlined in this bill except as otherwise indicated.
- (3) If the use of tugs is anticipated, consideration should be given towards requesting a dock master if the cutter has not used tugs recently and is not familiar with the provisions outlined in references (f) and (i).
(cutter specific requirements)

2. Anti-Sneak/Anti-Swimmer Attach Bill

Reference.

- (a) Seabee Combat Handbook, NAVEDTRA 10479-B (Use of hand grenades).
- (b) Shipboard Regulations Manual, COMDTINST M5000.7 (series).
- (c) Seabee Combat Warfare Specialist PQS, NAVEDTRA 43535 (grenade section only)

a. Purpose. To assign responsibility for and promulgate procedures for defense against sneak/swimmer attack.

b. Responsibility. The operations officer is responsible for maintaining this bill.

c. Information.

(1) When moored or anchored in foreign or hostile waters, ships are very vulnerable to attack by swimmers and small boats. To ensure that the ship is capable of detecting and defeating sneak attack, the ship must be organized and trained for this purpose.

(2) Underwater swimmers are particularly vulnerable to underwater explosion and intense noise. Defensive measures for use against underwater swimmers should include frequent and irregular turning of the ship's screws, and movement of the rudder. Detonation of percussion grenades, if available, is also effective.

(3) Defense against swimmer and small boat attack should be emphasized during periods of limited light and low visibility.

d. Procedures and Assignments.

(1) The anti-swimmer/anti-sneak attack watch will be stationed when directed by higher authority or at the discretion of the commanding officer when sneak attack is probable. Responsibilities for defending the ship against attack are as follows:

(cutter specific requirements)

3. Cold Weather Bill

Reference.

- (a) Naval Arctic Manual (ATP 17A).
- (b) Naval Arctic Operations Handbook.
- (c) Cold Weather Handbook (Navships 250-533-7).
- (d) Naval Engineering Manual, COMDTINST M9000.6 (series).
- (e) Manual for Ice Seamanship (H.O. 551).
- (f) NSTM Chapter 077 Personnel Protection.

- a. Purpose. To set forth procedures to prepare the cutter for cold weather operations.
- b. Responsibility. The first lieutenant and the engineer officer are responsible for this bill.
- c. Information. The procedures required in preparing for, and participating in, cold weather operations vary greatly. Preparations necessarily depend upon the mission, area of operations, and the time available for preparation. The items contained herein are therefore, of a very general nature. They serve only as a guide and need to be amended as appropriate for the type vessel and operation.
- d. Procedures and Assignments.

(cutter specific requirements)

4. Darken Ship Bill

Reference.

- (a) Surface Ship Survivability, NWP 62-1 (series).
- (b) NSTM Chapter 079 Vol. II
- (c) Naval Engineering Manual, COMDTINST M9000.6 (series).

- a. Purpose. To prescribe responsibilities and procedures for darkening ship.
- b. Responsibility. The DCA is responsible for maintaining this bill under the supervision of the engineer officer.
- c. Information. The following procedures shall be observed when the darken ship bill is set:
 - (1) The smoking lamp is out during darken ship.
 - (2) No white lights shall be turned on or otherwise displayed which are visible from outside the ship.
 - (3) Weather deck access shall be via doors and hatches equipped with either light locks or cutout switches. All precautions necessary to prevent showing any light shall be taken.
 - (4) Navigation lights may be extinguished only by the order of the commanding officer.
- d. Procedures and Assignments.
(cutter specific requirements)

5. Diving Bill

Reference.

- (a) Coast Guard Diving Policy and Procedures, COMDTINST 10560.4 (series).
 - (b) Shipboard Regulations Manual, COMDTINST M5000.7 (series)
- a. Purpose. To establish policy and procedures for conducting cutter diving operations.
 - b. Responsibility. The first lieutenant (diving officer, if assigned) is responsible for this bill.
 - c. Information. Diving operations shall be conducted in accordance with reference (a). Only cutter personnel who meet the requirements for designation as a Coast Guard Diver as delineated in reference (a), may be designated as a member of the ship's dive team.
 - d. Procedures and Assignments.

(cutter specific requirements)

6. Drydocking Bill

Reference.

- (a) Naval Engineering Manual, COMDTINST M9000.6 (series).
 - (b) Ships Information Books
 - (c) U.S. Coast Guard Regulations, COMDTINST M5000.3 (series).
 - (d) Shipboard Regulations Manual, COMDTINST M5000.7 (series).
 - (e) Maintenance and Logistics Command SOPs.
 - (f) NSTM Chapter 997 Docking Instructions and Routine Work in Drydock
-
- a. Purpose. To specify procedures and assign responsibilities and duties necessary to prepare the ship for entering/departing a drydock and to provide for establishing required services for the ship while in drydock.
 - b. Responsibility. The engineer officer, under the supervision of the commanding officer is responsible for the maintenance and execution of this bill.
 - c. Information.
 - (1) The responsibilities set forth in reference (a) through (e), govern the scope of this bill.
 - (2) Docking and undocking requires coordination with the docking facility, adequate preparations, smart seamanship and adherence to sound procedures.
 - d. Procedures and Assignments.
(cutter specific requirements)

7. Emission Control (EMCON) Bill

Reference.

- (a) ATP 1 (B) Vol 1: 6-7 thru 6-17;
- (b) NTP 4, Article 03.06.1100.

- a. Purpose. To prescribe procedures for setting EMCON conditions, to ensure the maintenance of EMCON conditions when set, and to designate an emission control center (EMC or EMCON center).
- b. Responsibility. The electronic warfare officer (when assigned) or the communications officer under the supervision of the operations officer, is responsible for maintaining this bill.
- c. General information.
 - (1) EMCON plans and orders are used to control the electronic emissions produced aboard a ship, and to To ensure the ship avoids detection and to provide guidance for the successful accomplishment of their mission.
 - (2) EMCON plans vary considerably with task organization commanders. A supervised positive control system must be used to set and maintain the conditions ordered.
 - (3) EMCON orders may be received by directives, OP- ORDERS, voice/radio, flag hoist, flashing light, and by internal communications when the OTC is embarked. It is the cutter's responsibility to set and maintain the ordered EMCON condition until it is modified or canceled.
- d. Definitions.
 - (1) EMCON. The management of electromagnetic transmissions to provide a command with essential information, while presenting an enemy with a limited probability of detecting, identifying, positioning, and homing. Implicit is interference through manipulation or elimination of the electromagnetic spectrums.
 - (2) EMCON orders. Any order, except a radar guard order, that implements emission control. EMCON orders are issued to effect, modify or amplify the EMCON plan or, when no plan has been issued, to establish by other EMCON order.

(3) EMCON plans. Plans establishing the emission and readiness condition for each electromagnetic emitting equipment.

e. Procedures and Assignments.

(cutter specific requirements)

8. Heavy Weather Bill

Reference.

- (a) Heavy Weather Guide (U.S. Naval Institute).
 - (b) Shipboard Regulations Manual, COMDTINST M5000.7 (series).
-
- a. Purpose. To provide a routine to be followed when at anchor, moored or underway and in the path of heavy weather.
 - b. Responsibility. The first lieutenant, under the supervision of the executive officer, is responsible for maintaining this bill. The commanding officer will decide when to execute the provisions of this bill.
 - c. Information. The heavy weather bill will be placed in effect during periods of actual or expected storms or heavy seas. To be effective, steps contained in this bill must be taken before heavy weather sets in. Personnel should execute the measures of this bill as soon as warning is received.
 - d. Procedures and Assignments. When heavy weather is forecast the following steps shall be taken when:

(cutter specific requirements)

(1) Moored.

(2) Anchored.

(3) Underway.

9. Helicopter Operations Bill

Reference.

- (a) Shipboard/Helicopter Operational Procedures Manual, COMDTINST M3710.2 (series).
 - (b) NWP 42 (series).
 - (c) Naval Engineering Manual COMDTINST M9000.6 (series).
 - (d) Air Capable Ships Aviation Facilities Bulletin No. 1 (series).
 - (e) Shipboard Helicopter Operations Facility Certification Program, COMDTINST 3120.13.
 - (f) PQS Shipboard Helicopter Operations COMDTINST M3502.15.
-
- a. Purpose. This bill pertains to flight deck cutters setting forth personnel assignments, duties and standard procedures for launch, recovery, servicing, and personnel and cargo transfer, when operating under routine and emergency situations with a helicopter. For non-flight deck cutters, this bill sets forth personnel assignments, duties and standard procedures for personnel and cargo transfer.
 - b. Responsibility. The operations officer under the supervision of the commanding officer is responsible for this bill.
 - c. Information.
 - (1) The ship with its flight deck and in-flight refueling capability, may be deployed with an embarked aviation detachment, LAMPS detachment, or as a helicopter in- flight refueling station.
 - (2) In order to safely and efficiently conduct flight operations, the efforts of the entire flight operations teams must be carefully coordinated. This bill supplements and provides additional guidance to that found in references (a) and (b).
 - d. Procedures and Assignments.
(cutter specific requirements)

10. Intelligence Collection Bill

References.

- (a) Intelligence Collection and Reporting, CINCLANTFLT/ CINCUSNAVEUR INST S3820.4.
 - (b) Peacetime Procedures Regarding Unidentified or Hostile Submarine Contacts, Tab A to Appendix 12 to Annex C of CINCLANTFLT OPORD 2000.
 - (c) Special Incident Reporting (OPREP-3) Procedures, OPNAV INST 3100.6 (Series).
 - (d) CINCLANTFLT Peacetime Rules of Engagement, Appendix 8 to Annex C to CINCLANTFLT OPORDER 2000.
 - (e) Commander Coast Guard Atlantic/Pacific Area Operations Plan.
-
- a. Purpose. To establish responsibilities, procedures, and guidance for the collection and reporting of intelligence information (both at sea and in port).
 - b. Responsibility. The intelligence officer, under the supervision of the operations officer, is responsible for the maintenance and execution of this bill.
 - c. Information. The routine collection of intelligence information is secondary to operations and training. All intelligence collection activities will therefore be on a not-to-interfere basis. Moreover, unless specifically directed by higher authority, all collection activities will be strictly overt.
 - d. Procedures and Assignments (at sea).

(cutter specific requirements)
 - e. Procedures and Assignments (in port).

(cutter specific requirements)

11. Law Enforcement Bill

Reference.

- (a) Maritime Law Enforcement, COMDTINST 16247.1 (series).
- (b) Boarding Officer PQS, COMDTINST 16247.3 (series).
- (c) Operating a Vessel While Intoxicated, COMDTINST 16247.5 (series).
- (d) ELT Summary Enforcement Event Report, COMDTINST 16249.1 (series).
- (e) Boarding and Enforcement Policies and Procedures, COMDTINST 16450.26 (series).
- (f) Boating Safety Manual, COMDTINST 16750.5 (series).
- (g) Federal/State Regulations-Recreational Boating Safety, COMDTINST 16750.5 (series).

- a. Purpose. To provide procedures and organizational duties for personnel assigned as Boarding Team Members, seizures of vessels, and Custody Crew members.
- b. Responsibility. The operations officer, under the supervision of the executive officer, is responsible for this bill and for the preparation of related unit instructions and notices concerning law enforcement.
- c. Information.
 - (1) Specific procedures and responsibilities for conducting Coast Guard law enforcement missions are not included in this bill but may be found in the publications and directives referenced above. This bill lists general responsibilities for those personnel responsible for performance of the unit's law enforcement missions.
 - (2) Assignment of personnel to boarding parties and custody crews and their duties will be promulgated in related unit instructions and notices. Watchstanding personnel should not be assigned these duties unless the situation requires additional personnel to supplement the bill. This policy will reduce crew fatigue, thereby increasing the efficiency and safety of the vessel's law enforcement mission.
- e. Responsibilities and Assignments.
 - (cutter specific requirements)

12. Pollution Response Bill

References.

- (a) U.S. Coast Guard Regulations, COMDTINST M5000.3.(series).
- (b) District OPLAN.
- (c) Casualty Control Manual, Fuel Transfer Bill.
- (d) Regs for Preventing Pollution by Oil, COMDTINST 16455.6 (series).
- (e) Naval Engineering Manual, COMDTINST M9000.6 (series).
- (f) Shipboard Regulations, COMDTINST M5000.7 (series).
- (g) Hazardous Waste Management Manual, COMDTINST M16478.1 (series).
- (h) Manual I of the Chemical Hazards Response Information System (CHRIS), COMDTINST M164565.11 (series).
- (i) Hazard Communication for Workplace Materials, COMDTINST 6260.21 (series).
- (j) NSTM Chapter 593 Pollution Control.

a. Purpose. This bill establishes procedures and responsibilities for preventing and responding to fuel, oil and hazardous substance spills resulting from cutter operations.

b. Responsibility.

- (1) The engineer officer is responsible for maintaining the pollution bill.
- (2) The main propulsion assistant or damage control assistant shall be assigned as the fueling safety officer and shall serve as the pollution response team supervisor and be responsible to the pollution control officer for the prevention, containment and cleanup of pollution.
- (3) The fuel, oil and water king shall assist the fueling safety officer in establishing and maintaining pollution prevention measures prior to filling, discharging or transferring any hazardous liquids.
- (4) In the event of a spill, the operations officer shall verify the accuracy of the pollution report message (POLREP) and be responsible for giving timely notification to the cognizant on scene coordinator (OSC).
- (5) The fueling safety officer shall conduct a pre- fueling briefing of all personnel involved, ensuring that properly trained personnel have been assigned to each station. A containment boom will be deployed prior to commencing any transfer of fuels or hazardous liquids.

- (6) The commanding officer or an appointed representative shall conduct an inspection of all containment apparatus and preparations prior to the commencement of fueling operations.
- (7) The responsibilities listed are not conclusive, and may be expounded on as required in accordance with current instructions.

c. Procedures and Assignments.

(cutter specific requirements)

d. Pollution Containment and Cleanup Response.

(cutter specific requirements)

13. Quiet Ship Bill

- a. Purpose. To establish procedures and responsibilities for the reduction of own ship's noise during anti- submarine warfare (ASW) and anti-mine operations, or other operations requiring a minimum noise level.
- b. Responsibility. The engineer officer and weapons officer shall be jointly responsible for maintaining this bill.
- c. Information. Noise enables a submarine to establish a good target noise signature for passive detection and tracking. Certain mines are attracted and detonate by the noise produced aboard ships. Therefore, it is imperative that noise from all sources be kept to a minimum onboard the cutter while operating in an ASW or anti mine operation.
- d. Procedures and Assignments.

(cutter specific requirements)

14. Replenishment at Sea Bill.

References.

- (a) Replenishment at Sea, NWP 14 (series).
 - (b) Underway Replenishment, NSTM Chapter 571.
 - (c) Naval Engineering Manual, COMDTINST M9000.6 (series).
 - (d) Unit ROC and POE Statement.
-
- a. Purpose. To set forth policies for assigning personnel to duties and stations for underway replenishment. To establish certain procedures for replenishing the ship and transferring passengers and light freight between ships at sea.
 - b. Responsibility. The first lieutenant, under the supervision of the operations officer is responsible for maintaining this bill.
 - c. Information. Reference (a) provides the necessary doctrine for this evolution. Although the rigging and stations differ with the type of replenishment operation, the personnel involved and the communications used are practically the same. Foresight, training, and planning are necessary in this evolution in order to anticipate problems raised by the varying characteristics of replenishment ships and by sea and weather conditions.
 - d. Procedures and Assignments.

(cutter specific requirements)

15. Rescue and Assistance Bill.

Reference.

- (a) Naval Engineering Manual, COMDTINST M9000.6 (series).
 - (b) Surface Ship Survivability, NWP 62-1 (series).
 - (c) Atlantic/Pacific Area Instructions.
 - (d) Cutter Training and Qualification Manual, COMDTINST M3502.4 (series).
 - (e) Personnel Qualification Standard for Basic Damage Control, NAVEDTRA 43119-2.
 - (f) Personnel Qualification Standard for Advanced Damage Control Emergency Parties, NAVEDTRA 43119-3.
 - (g) NSTM Chapter 077 Personnel Protection.
 - (h) U.S. Coast Guard Regulations COMDTINST M5000.3 (series).
-
- a. Purpose. To provide a special organization of qualified personnel and designated equipment for response to rescue and assistance cases.
 - b. Responsibility. The engineer officer shall be responsible for the maintenance of this bill and shall ensure that the rescue and assistance detail is kept in a high state of readiness. The DCA will see that the procedures contained herein are implemented. The DCA will be assisted in this by the first lieutenant and designated repair locker leader.
 - c. Information. An important duty of the cutter is to provide aid to other units in distress. Rescue and Assistance can occur when the ship is underway or inport; therefore, this bill is divided into two distinct sections. Billet information will be provided on the WQSB. The rescue and assistance team is formed from the personnel in the watch or duty section, a separate team is not required. The commanding officer shall determine the number of personnel and equipment based on the casualty and/or needs of the distressed unit ensuring own ship's security, damage control, and readiness is maintained.
 - d. Procedures and Assignments (underway).
 - (1) Personnel responding to vessels in distress, shall approach, board, and investigate using the up most caution.
 - (cutter specific requirements)
 - e. Procedures and Assignments (inport).
 - (cutter specific requirements)

f. Casualty Guidelines.

- (1) MEDICAL EMERGENCY. Medical emergencies will be handled on a case by case basis. The medical staff will determine what equipment is needed and provide the same. Transportation to the stricken vessel may be by small boat or helicopter. If litter bearers or other additional personnel are required, they will be provided by the repair locker leader.
- (2) MACHINERY EMERGENCY. Should the nature of the case require repairs to the vessel's machinery plant the commanding officer, based on recommendations from the scene leader, will decide what action is required. No specific preplanning will be possible. The repair party and the engineering department will provide manpower as required to aid the other vessel.

16. On-Scene Commander (Search) (OSC-S) Bill

Reference.

- (a) National Search and Rescue Manual Vol. I., COMDTINST M161250.5 (series).
- (b) National Search and Rescue Manual Vol. II, COMDTINST M16120.6 (series).
- a. Purpose. The purpose of this bill is to assign personnel to stations, duties, and to provide an adequate organization to conduct On-Scene Command operations and search and rescue operations:
- b. Responsibility. The operations officer, under supervision of the executive officer, is responsible for maintaining this bill.
- c. Information.
 - (1) This bill contains procedures and organization for use as OSC. It augments the regular watch. While it is primarily designed to cover OSC duties, it is readily adaptable to search operations. When the ship is a search unit only, the commanding officer may modify assignments as appropriate.
 - (2) All supervisory personnel shall be familiar with detailed procedures in references (a) and (b), and the appropriate Area and District SAR plans.
 - (3) All hands shall be prepared for a rapid transition from OSC or search duties to either a ditching situation or a rescue and assistance situation.
- d. Procedures and Assignments.
 - (cutter specific requirements)

17. Self Defense Force Bill

Reference.

- (a) Small Arms Manual, COMDTINST M8730.11 (series).
- (b) Maritime Law enforcement Manual, COMDTINST M16247.1 (series).
- (c) NSTM Chapter 077 Personnel Protection.
- (d) Shipboard Regulations Manual, COMDTINST M5000.7 (series).

a. Purpose. To establish the organization of the self defense force; and to promulgate responsibilities for its operations, training and logistic support.

b. Responsibilities. The weapons officer is responsible for maintaining this bill and will receive assistance, as required, from the unit security officer.

c. Information.

(1) Units will form, equip and train a self defense force to augment the normal watch and/or other on board security organizations. The purpose of the force is to provide a surge capability for reacting to emergency security situations aboard ship and at pier side to protect the ship, its sensitive equipment and the ship's personnel.

(2) Self defense force personnel must be mature, reliable individuals, qualified in the use of small arms as contained in references (a) and (b), knowledgeable of interior guard, riot control procedures, and the establishment of a perimeter defense on board ship and at a pier side. The self defense force shall be provisionally organized based on the size of the ship's complement employing a ratio of one 10-man squad (Squad leader plus three man teams) per 100 crew members, with a minimum of one squad and a maximum of two squads per ship.

(Note: On ships with less than 100 crew members the size of the security force will be at the discretion of the commanding officer.

(3) The supervisor of the self defense force shall command the unit in accordance with the orders of the commanding officer or such other authority as the ship's commanding officer may direct.

- (4) Self defense force personnel shall be relieved from afloat watches and special duties whenever the defense force is activated or on a standby status. In view of the need for immediate response, provisions should be made for personnel in critical watch positions.

d. Procedure and Assignments.

(cutter specific requirements)

18. Towing Bill

References.

- (a) Knight's Modern Seamanship.
 - (b) Naval shiphandling CRENSHAW.
 - (c) U.S. Navy Towing Manual Vol. I & II.
 - (d) ATP 1 VOLUME 1.
 - (e) NWP 14 (series).
 - (f) NSTM Chapter 582 Mooring and Towing.
 - (g) NSTM Chapter 077 Personnel Protection.
-
- a. Purpose. The purpose of this bill is to provide an organization which will enable the ship to be effectively employed in towing evolutions.
 - b. Responsibility. The first lieutenant, under the supervision of the executive officer, is responsible for this bill.
 - c. Information. The information provided in the towing bill is of a general nature and applies in most instances. Deviation from these procedures may be required under certain circumstances. Special officer and enlisted assignments will be required for stations manned while passing or beginning the tow. After the towing operation is underway, normal watch conditions will apply, supplemented by the towing watch.
 - d. Procedures and Assignments.

(cutter specific requirements)

19. Visit and Search, Prize Crew Bill (Other than Law Enforcement)

Reference.

- (a) FXP-4.
- (b) Law of Naval Warfare, NWP 10-2.
- a. Purpose. To provide an organization for personnel who may be assigned for the purpose of effecting visit and search and prize crew duties, and to provide certain basic procedures to be followed. Seizure may not necessarily be preceded by visit and search.
- b. Responsibility. The Weapons Officer, under the supervision of the executive officer, is responsible for maintaining this bill.
- c. Information. Reference (a) deals with the legal aspects of the operation for which the following procedures are prescribed.
- d. Procedures and Assignments.
(cutter specific requirements)

20. Aids to Navigation Bill

Reference.

- (a) Cutter Training and Qualification Manual, COMDTINST M3502.4 (series).
 - (b) AtoN Positioning Manual, COMDTINST M16500.1 (series).
 - (c) AtoN Technical Manual, COMDTINST M16500.3 (series).
 - (d) AtoN Administration, COMDTINST M16500.7 (series).
 - (e) AtoN Administration Manual, COMDTINST M16500.21 (series).
- a. Purpose. To provide an organization and procedures for the efficient accomplishments of the cutter's aids to navigation mission.
- b. Responsibility. The first lieutenant (aids to navigation officer), under the direction of the executive officer, is responsible for this bill.
- (1) The commanding officer shall:
- (a) Keep the executive officer and aids to navigation officer informed of his policy concerning the accomplishment of aids to navigation duties.
- (2) The executive officer shall:
- (a) Exercise supervision of the aids to navigation officer and coordinate department head cooperation.
 - (b) Provide clerical support for the ordering and resupply of aids to navigation hardware.
- (3) The aids to navigation officer shall:
- (a) Prepare the aids to navigation doctrine which shall provide complete instructions and detail procedures for accomplishing the cutter's aids to navigation mission.
 - (b) Work with the commanding officer and the operations officer to prepare schedules for aids to navigation work.
 - (c) Be responsible for maintaining complete and up- to-date records, messages, and correspondence on all aids.

- (d) Be responsible for the loading and stowage of all aids to navigation supplies, including replenishment of tools and equipment as required.
 - (e) Provide for the training of all deck personnel to ensure conformance with aids to navigation compliance.
 - (f) Ensure proper and safe seamanship is observed during this bill.
 - (g) Act as safety officer during buoy handling operations.
- (4) The operations officer, as the aids to navigation positioning officer, shall:
- (a) Assist and oversee the bridge regarding the positioning of all aids.
 - (b) Ensure the bridge is adequately staffed for positioning aids and operating the ship during this bill.
 - (c) Provide for the training of all bridge personnel to ensure conformance with the aids to navigation compliance.
- c. Information. The buoy bill will be set prior to making the approach on a buoy.
- d. Procedures. (cutter specific requirements)

21. Cutter Boat Operations Bill

Reference.

- (a) U.S. Coast Guard Regulations, COMDTINST M5000.3 (series)
- (b) Shipboard Regulations, COMDTINST M5000.7 (series).
- (c) Ships Information Books.
- (d) Small Boat Operations PQS NAVEDTRA 43152 (series)
- (e) Boat Crew Training Manual, COMDTINST M16114.9 (series)
- (f) Boat Crew Qualifications Guide Vol I, Boat Crewman, COMDTINST M16114.10 (series)
- (g) Boat Crew Qualifications Guide Vol II, Coxswain, COMDTINST M16114.11 (series)
- (h) Coast Guard Rescue and Survival Systems Manual, COMDTINST M104770.10 (series)
- (i) Personnel Qualification Standard for Deck Seamanship, NAVEDTRA 43127A (series)

- a. Purpose. To provide procedures for launching and recovering the cutter's assigned cutter boat(s).
- b. Responsibility. The first lieutenant, under the direction of the executive officer, is responsible for maintaining this bill.
- c. Policy. To perform Coast Guard missions at sea requires the launching and recovery of cutter's assigned boats. The commanding officer is ultimately responsible for the safe and efficient operation of these boat. Cutter boat operations involve inherent risks to boat crews and cutter boats and require a high degree of skill, training, and coordination on the part of the conning officer, cutter boat coxswain, boat crew and boat lowering detail. A thorough understanding of all aspects of the evolution is necessary if missions are to be accomplished and mishaps avoided. The commanding officer must carefully weigh the urgency of each mission and assess the benefits and risks involved. The commanding officer has the best understanding of the capabilities and limitations of cutter boats and boat crews as well as the boat handling equipment and personnel on board the cutter. When deciding when the cutter boat will be utilized, available experience and expertise on board the cutter should be called upon as part of the decision making process. However, the final decision rests with the commanding officer. In general, if the risks outweigh the benefits, don't launch, and the safety of Coast Guard personnel is paramount.
- d. Mission Risk Assessment. The commanding officer must consider the mission to be accomplished. The following risk assessment guidelines are provided:

- (1) Search and Rescue (SAR). For SAR missions, risks to the cutter boat and boat crew must be weighed against risks to the personnel and/or property in distress if the mission is not undertaken.
 - (a) The probability of saving human life or relieving intense pain or suffering warrants a maximum effort. When no suitable alternative exists and the mission has a chance of success, the risk of damage to the cutter boat is acceptable, even though such damage may render the boat unrecoverable.
 - (b) The probability of saving property warrants the risk of damage to the cutter boat only if the cutter boat is fully expected to be recovered and no injury will be sustained by the boat crew.
- (2) Enforcement of Laws and Treaties (ELT). In the course of law enforcement boardings, potential risks to the cutter boat and boat crew must be weighed against the risks of bodily harm to hostages or other innocent parties aboard other vessels if the mission is not undertaken. The following guidance is provided:
 - (a) The possibility of recovering evidence and/or apprehending alleged violators of federal law does not normally warrant risking damage to the cutter or cutter boat, unless the CO/OIC determines that, on balance, the law enforcement priority outweighs the risk of potential damage. Greater risks are acceptable to neutralize the use or threatened use of bodily harm.
 - (b) Potential risks to the cutter boat and boat crew are not advisable in attempts to recover evidence that may be preserved by other means such as by witness statements or video tape.
 - (c) Significant risks to the cutter boat and boat crew should not be taken for the prosecution of random, routine boardings.
- (3) Marine Environmental Response (MER). Unless there is grave danger to human life or significant risk of severe environmental impact, missions which are expected to damage cutter boats or injure boat crews should not be undertaken.

- (4) Defense Operations (DO). Damage to or loss of the cutter boat is acceptable in the defense of the United States, its citizens, allies, and/or installations and properties.
 - (5) General Emergencies. Severe damage to, or sacrifice of the cutter boat may be acceptable in the interest of safety of the cutter and its crew.
 - (6) Logistics of Other Missions. Logistics or other missions of a routine nature, having little or no urgency, should not be prosecuted if they hazard the cutter boat or boat crew.
- e. Environmental Condition Risk Assessment. The commanding officer shall also consider the specific operating characteristics of each cutter boat in relation to the prevailing weather/sea conditions when making risk assessment decisions. The following guidelines should be considered:
- (1) Heavy Weather Operations. Due to the many variances in shape, steepness and period for seas and swells, no absolute standards can be determined. Generally, the launch/recovery portions of the evolution are the limiting factors as well as the size and reaction to sea/swell of any vessel which will be approached by the cutter boat. In most cases, once away from the cutter, cutter boats can safely operate in greater seas than they can be launched in/recovered from. However, due to the inherent dangers associated with operating cutter boats in adverse sea conditions, the following guidance is provided:
 - (a) Rigid Inflatable Boats (RIB). Size and number of personnel on board and/or cargo weight can greatly affect maneuverability and sea keeping ability. In general, RIBs do not afford adequate crew protection from breaking seas and systems such as fuel tanks, steering, and dewatering are sometimes not adequate for the rigors of heavy weather operations. RIBs should normally be able to safely operate in the following conditions.

RIB-B (22'-26') in conditions up to Beaufort sea state force 7 (13 foot seas).

RIB-M (16'-21'11") in conditions up to Beaufort sea state force 6 (11 foot seas).

RIB-L (13'-15'11") in conditions up to Beaufort sea force 5 (7 foot seas).

- (b) Motor Surf Boats (MSB). MSBs are highly capable boats whose rugged construction and self bailing features contribute to the ability to withstand adverse weather conditions. MSBs are not self righting however. In spite of what their name implies, MSBs are not surf capable boats and should not be launched or operated in surf conditions. MSBs can normally be safely operated in conditions up to Beaufort sea state force 7 (13 foot seas).
- (c) Motor Cargo Boats (MCB). Although similar to the MSB in construction, the MCB has a wider beam, square stern, and more rounded bow than the MSB. The MCB is not self bailing. MCBs are less capable boats than MSBs or RIBs and can normally be safely operated in conditions up to Beaufort sea state force 6 (11 foot seas).

- (d) Other Cutter Small Boats.

(cutter specific requirements)

- (2) Situations will be encountered where a mission requirement exists in sea conditions exceeding the guidance given above. In these situations, a comprehensive launch/no launch risk assessment by the commanding officer must occur. This assessment should include considerations of factors such as; urgency of mission, wave shape and period, seas, wind, visibility, temperature, experience and proficiency of boat crew and launch/recovery detail, fatigue, duration of mission/transit distance, improving vs. deteriorating conditions, etc. While darkness may be considered in these decisions it is expected that a cutter can safely launch, recover and operate boats at night.

f. Training. The first lieutenant is responsible for ensuring that:

- (1) All cutter boat coxswains, engineers and crew members are qualified and currently certified in accordance with references (e), (f) and (g).

- (2) All personnel involved in boat launch and recovery evolutions are qualified in accordance with reference (i).

g. Protective Clothing and Equipment.

- (1) All members of the cutter boat crew shall be outfitted as required by reference (h).
- (2) All personnel involved in cutter boat launch and recovery evolutions shall be outfitted in personal flotation devices and personal protective and emergency equipment as necessary to meet the demands of the operating environment.

h. Procedures.

- (1) To safely launch and recover cutter boats from a cutter requires a cutter crew to execute a number of coordinated tasks involving teamwork, communications and seamanship skills. During both launch and recovery operations it is desirable that the cutter be maneuvered into a position that will afford the best lee, minimize pitch and roll while taking into account navigational hazards, shipping density and other environmental factors. Launching and recovery may be accomplished while making way or while dead in the water. If the launch or recovery is to be accomplished while making way a course and speed is selected; it is often desirable to maintain the speed throughout the operation.
- (2) Consideration should be made to keeping unnecessary weight, such as fuel tanks, equipment or personnel, out of the bow of any boat, especially if the boat will ride the sea painter in adverse sea conditions. Launch and recovery operations should be accomplished as rapidly as possible without jeopardizing safety.
- (2) Standard Commands/Signals.

(cutter specific requirements)
- (3) On most cutters the following personnel assignments should be included during launch and recovery: Deck/Conning Officer, Safety Supervisor, Petty Officer in Charge of Boat Deck, Davit/Boom Operator, Line Handlers, and the Boat Crew. The above personnel assignments can be amended depending on the cutter's davit/boom configuration. An adequate number of personnel shall be assigned for each position/task on the

boat lowering detail and cutter boat crew to safely crew, launch, and recover a cutter boat. Personnel qualification shall be in accordance with reference (i).

(4) (Other Cutter Specific Requirements)

Section 350 - Emergency Bills

1. Abandon Ship Bill

Reference.

(a) FXP-4.

a. Purpose. The purpose of this bill is to establish the procedures and organization for abandoning ship.

b. Responsibility. The First Lieutenant, under the supervision of the executive officer, is responsible for maintaining this bill.

c. Information.

(1) The procedures for this evolution are based on the assumption the crew will be at general quarters/general emergency stations when it will be necessary to abandon ship.

(2) If time permits, phased procedures shall be initiated to allow orderly preparation to abandon ship. If time does not allow for orderly preparation to abandon ship, abbreviated procedures shall be carried out. The use of abbreviated procedures will require all personnel to exercise individual initiative in abandoning ship without delay. Orderly abandonment consists of four phases: 1) preparation; 2) abandonment by all but the emergency destruction team and securing and salvage details; 3) abandonment by the emergency destruction team; 4) abandonment by the securing and salvage detail.

d. Procedures and Assignments.

(cutter specific requirements)

2. Aircraft Ditch and Rescue Bill

Reference.

- (a) National Search and Rescue Manual Vol.I, COMDTINST M16120.5 (series).
 - (b) National Search and Rescue Manual Vol.II, COMDTINST M16120.6 (series).
 - (c) Shipboard-Helicopter Operational Procedures Manual, COMDINST M3710.2 (series).
-
- a. Purpose. The purpose of this bill is to assign personnel to stations and duties and to establish procedures for assisting a distressed aircraft to ditch in the vicinity of the ship. Portions of this bill are also applicable to the rescue of survivors from a sinking aircraft.
 - b. Responsibility. The operations officer, under the supervision of the executive officer is responsible for maintaining this bill.
 - c. Information. This bill is primarily designed to provide assistance to an aircraft in distress. It is also applicable to cases involving the rescue of large numbers of persons in the water. The ditch and rescue scenario involves four phases: (1) Effecting a rendezvous with the aircraft, (2) Assisting the aircraft to a successful ditching, (3) Rescuing survivors from the aircraft and the water, (4) Handling the survivors. All supervisory personnel must be familiar with detailed procedures for implementing this bill, which are included in the SAR Annex to the District Operational Plan, and references (a) and (b).
 - d. Procedures and Assignments

(cutter specific requirements)

3. General Quarters Bill

Reference.

- (a) Naval Engineering Manual, COMDTINST M9000.6 (series).
 - (b) Surface Ship Survivability, NWP 62-1 (series).
 - (c) NSTM Chapter 079 Vol I, II, and III.
 - (d) NSTM Chapter 555.
 - (e) Personnel Qualification Standard for Basic Damage Control, NAVEDTRA 43119-2.
 - (f) Personnel Qualification Standard for Advanced Damage Control Emergency Parties, NAVEDTRA 43119-3.
 - (g) NSTM Chapter 077 Personnel Protection.
-
- a. Purpose. The purpose of this bill is to provide an organization, prescribe procedures, and assign responsibilities for controlling the effects of a major emergency or disaster suffered by this ship, such as collision, grounding, internal or external explosion, fire, flooding, earthquake, tsunamis, storm or battle damage.
 - b. Responsibility. The DCA under the direction of the engineer officer is responsible for maintaining this bill.
 - c. Information. Since effective control of personnel before and during a major disaster might avert the necessity for abandoning ship, this bill uses the battle organization. When all hands are aboard, the battle organization provides the optimum in damage control, communications, and the control of personnel before, during, and after an emergency. The duty damage control party is used for handling emergencies whenever a partial crew is on board.
 - (1) Flexibility. The circumstances that will be encountered in any particular emergency are unpredictable. Therefore, no detailed plans can be formulated to meet all emergency situations. This bill is both basic and flexible and is intended to serve as a guide for action by key personnel in emergency situations. Since an emergency may require the use of large portions of the crew, either directly or indirectly, all hands must be indoctrinated to carry out all orders from persons in authority as quickly as possible.
 - (2) On scene designation of responsibilities. In the event the personnel designated to carry out certain responsibilities become casualties, unassigned officers and petty officers shall be designated by the senior officer on scene to assume these responsibilities and complete the actions outlined in this bill.

- d. When Effective. The provisions of this bill shall be effective when underway or in port, during peace as well as during war. These provisions shall be placed into effect whenever the ship suffers serious damage that might result in her loss. If the threat of chemical, biological, or radiological (CBR) exposure exists, the CBR bill shall be implemented.
- e. Procedures and Assignments. This section assigns individual responsibilities for specific action in time of emergency. In the absence of key personnel, their functions will be performed by their designated reliefs, or assistants.
 - (1) (cutter specific requirements)

4. Man Overboard Bill

Reference.

- (a) FXP-4.
 - (b) Cutter Swimmer Program, COMDTINST 16134.2 (series).
 - (c) Naval Shiphandling Forth Edition (Crenshaw).
 - (d) Coast Guard Rescue and Survival Systems Manual, COMDTINST M10470.10 (series).
 - (e) NSTM Chapter 077 Personnel Protection.
 - (f) Shipboard Regulations Manual, COMDTINST M5000.7 (series).
 - (g) ATP1 (C) Volume 2
-
- a. Purpose. To provide policies for assignment of personnel to duties and stations and for procedures to be followed in recovering one person or a small number of persons from the water.
 - b. Responsibility. The first lieutenant, under the supervision of the executive officer is responsible for maintaining this bill.
 - c. Information. This bill may be used for recovery of persons who are lost overboard from a ship in company as well as from own ship.
 - d. Training. Each individual aboard ship should be instructed in the action that he or she should take in the event they fall overboard, and they should understand what actions the ship will take to rescue them. Frequent drills and instructions of the watch sections and rescue details shall be conducted to ensure the successful execution of this bill.
 - e. Procedures and Assignments.

(cutter specific requirements)

5. Toxic Gas Bill.

Reference.

- (a) NSTM Chapter 074 Vol III, Gas Free Engineering.
- (b) Surface Ship Survivability, NWP 62-1 (series).
- (c) Naval Engineering Manual, COMDTINST M9000.6 (series).
- (d) NSTM Chapter 593 Pollution Control.
- (e) NSTM Chapter 670 Stowage, Handling, and Disposal General Use Consumables.
- (f) Shipboard Regulations Manual, COMDTINST M5000.4 (series).

a. Purpose. To specify the procedures and assign duties and responsibilities for controlling and minimizing the effects of a toxic gas release within the ship.

b. Responsibility. The damage control assistant/gas free engineer under the supervision of the engineer officer shall be responsible for maintaining this bill.

c. Information.

(1) Toxic gases may be encountered during both emergency and standard operations onboard cutters. Those gases whose presence shall indicate an emergency condition (chlorine, smoke, tear gas, etc.) do not have an established allowable concentration for personnel exposure. Gases which are normally generated onboard the cutter (carbon monoxide, ammonia, carbon dioxide) have established permissible exposure limits in accordance with reference (a). These gases normally should not constitute an emergency condition unless they approach or exceed the permissible exposure limit.

(2) If a toxic gas is detected and the source is quickly secured, it may be possible to wait for the toxic gas to dilution naturally to a safe level. This is also true even if the local toxic gas test readings have registered in the high range. If the readings continue to decrease, an eight hour watch with personnel in proper protective equipment should be set to ensure the toxic gas dilution continues. If it continues to diminish and no symptoms develop among personnel, no further action may be necessary. This depends on the type of toxic gas detected and whether it is an immediate danger to the life and health of personnel (IDLH), in accordance with reference (a).

- (3) In accordance with reference (a), if the initial concentration is above safe levels, or is IDLH, fresh air ventilation and/or proper breathing devices shall be used (donned and started in non-contaminated area).
 - (4) The decision to sound the general alarm should be based on the existing circumstances. Excessive smoke or the rapid liberation of any toxic gas will dictate the immediate sounding of the general alarm.
- d. Procedures and Assignments.
(cutter specific requirements)

6. Steering Casualty Bill

Reference.

- (a) Casualty Control Manual.
- (b) Ship's Information Books.
- (c) Naval Engineering Manual, COMDTINST M9000.6 (series).
- (d) NSTM Chapter 562 Surface Ship Steering Systems.

- a. Purpose. To outline standard procedures for responding to a steering casualty.
- b. Responsibility. The navigator, with the technical assistance of the engineer officer, shall be responsible for this bill.
- c. Procedures and Assignments. If steering control is lost, the responsibilities set forth below apply. Detailed procedures applicable to the equipment installed in after steering shall be promulgated in supplemental instructions.

(cutter specific requirements)

7. Degaussing Bill

Reference.

- (a) Naval Engineering Manual, COMDTINST M9000.6 (series).
 - (b) Ship's Information Books.
 - (c) NAVSHIPS 0981-052-8130 15 Aug 73.
 - (d) OPNAVINST C8950.2 (series).
 - (e) NSTM Chapter 475 Magnetic Silencing.
-
- a. Purpose. To describe the cutter's degaussing system and to set forth the procedures and responsibilities for degaussing the cutter. The purpose of degaussing is to counteract or neutralize the magnetic field produced by the permanent and induced magnetization of a ship thereby making the ship magnetically invisible. This reduces the possibility that the ship can be detected with magnetic detecting devices or mines.
 - b. Responsibility. The electrical officer under the supervision of the engineer officer and the executive officer, is responsible for maintaining this bill.
 - c. Description.

(cutter specific requirements)
 - d. Procedures and Assignments.

(cutter specific requirements)

8. Strip Ship and Clear Ship Bill

Reference.

- (a) Naval Engineering Manual, COMDTINST M9000.6 (series).
- a. Purpose. To provide organization and procedures to effectively strip and clear ship in the event that chemical, biological and radiological warfare (CBR), or catastrophic damage is possible, or when preparing for wartime deployment.
- b. Responsibility. The damage control assistant under the guidance of the engineer officer is responsible for maintaining this bill.
- c. Procedures and Assignments.
 - (1) The commanding officer, prior to a CBR attack or after catastrophic damage shall:
 - (a) Order the engineering officer/damage control assistant to start strip ship/clear ship procedures.
 - (2) All porous materials which will absorb Chemical, Biological, and Radiological agents shall be removed from the weather deck. Examples of these types of materials are:
 - (a) Fire hoses, mooring lines, wood materials, canvas, awnings, towing lines, boat rope falls, weather deck life jackets and life rings halyards, flags, rope type fenders, rubber materials, and other items as required.
 - (3) After a CBR attack all material which cannot be decontaminated shall be jettisoned from the ship.
 - (a) The commanding officer shall be advised on all material jettisoned from the ship.
 - (4) The ship is to develop a list of materials which should be removed from the weather deck prior to a CBR attack, and where these items are to be stored.
 - (5) After catastrophic damage, and with the commanding officer's permission, clear all damaged material from the ship which is not useful.
 - (6) To strip/clear ship for wartime deployment the following items should be removed so not to promote damage to personnel and allow personnel to respond to damage without being encumbered.

- (a) Drop ceiling panels and framing.
- (b) False bulkhead panels on the skin of the ship below the main deck.

9. Salvage Ship Bill

Reference.

- (a) Naval Engineering Manual, COMDTINST M9000.6 (series).
- (b) U.S Navy Emergency Ship Salvage Material Catalog, NAVSEA 0994-LP-017-3010.
- a. Purpose. To set forth general procedures, assignments of personnel, and equipment required to salvage ship.
- b. Responsibility. The damage control assistant under the supervision of the engineer officer is responsible for the maintenance of this bill.
- c. Information. The purpose of salvaging ship is to prepare the ship for possible recovery prior to sinking. Items discussed are used to aid in the preparation of salvaging a ship, to reduce further damage to the ship, and to minimize the possibility that the ship's classified equipment falls into the opposing forces possession. When the ship is in danger of sinking due to flooding, the DCA shall recommend to the commanding officer when to abandon ship. The commanding officer then directs to either salvage ship or scuttle ship, depending on the conditions.
- d. Procedures and Assignments.

(cutter specific requirements)
- e. Emergency Destruction of Classified Material and Equipment.
 - (1) Shall be completed in accordance with the abandon ship bill and the emergency action plan.
 - (2) (cutter specific requirements)

10. Scuttle Ship Bill

Reference.

- (a) Naval Engineering Manual, COMDTINST M9000.6 (series).
- a. Purpose. To provide general procedures, guidance and equipment required to enable personnel to carry out scuttle ship procedures.
- b. Responsibility. The engineer officer and the operations officer under the supervision of the executive officer, are responsible for maintaining this bill.
- c. Information. The purpose of scuttling ship is to prevent any enemy or hostile government from utilizing the ship's, machinery or any components thereof. Conditions which may require scuttling ship are:
 - (1) Sinking in enemy waters.
 - (2) Probable capture by the enemy.
 - (3) No possibility of salvaging the ship in the future.
- d. Procedures and Assignments.
 - (1) Set the abandon ship bill. All designated personnel are to report to their scuttle ship assignments.
 - (2) All engineering personnel report to the engineering officer at a predestinated place with the required equipment. The engineering officer shall report the status on muster and equipment to the bridge.
 - (3) Equipment to be provided, but not limited to:
 - (a) Bolt cutters
 - (b) Fire axes
 - (c) Pry bars
 - (d) Electricians kit
 - (e) Cutting outfit
 - (4) Personnel assignments:
 - (a) (cutter specific requirements)
 - (5) General plans and procedures. The engineer officer shall be in charge of the scuttle ship detail for all spaces and direct personnel as needed. The main propulsion assistant (MPA) or designate, shall proceed to the machinery spaces to supervise. The scuttle ship detail shall work in pairs. The following procedures shall be followed in scuttling ship:

- (a) Accelerate flooding of the vessel by opening watertight fittings. Discretion shall be taken as to the rate of flooding and desired time allowed depending on the conditions.
 - (b) Open all sea strainers and destroy the covers.
 - (c) Drain oil out of all diesel engines and let them run at idle until the engines seize. Leave emergency generator for last as it is required for the safety of the scuttling detail.
 - (d) Drain oil from reduction gears and open inspection covers.
 - (e) If possible destroy all piping to major machinery and equipment.
 - (f) If required, the P-250 pump may be used to accelerate the flooding of compartments.
 - (g) When possible open all watertight doors, hatches, and scuttles above and below the damage control deck to give the vessel the least amount of watertight integrity.
 - (h) When the signal is given, all scuttle ship detail personnel proceed to their designated life rafts.
- (6) Electronic Equipment and Classified Material Destruction.
- (a) This will be completed during the abandon ship bill and in accordance with the emergency action plan.
 - (b) (cutter specific requirements)

11. CBR Defense Bill.

Reference.

- (a) Surface Ship Survivability, NWP 62-1 (series)
 - (b) NSTM Chapter 070.
 - (c) NSTM Chapter 470.
 - (d) FXP-4.
 - (e) CBR Handbook for Training.
 - (f) Personnel Qualification Standard for Basic Damage Control, NAVEDTRA 43119-2.
 - (g) Personnel Qualification Standard for Advanced Damage Control Emergency Parties, NAVEDTRA 43119-3.
-
- a. Purpose. To provide guidance in preparing defensive measures prior to a chemical, biological or radiological attack and methods to be used in minimizing damage and personnel casualties resulting from contamination of the same, so the ship can carry out its assigned mission(s).
 - b. Responsibility. The damage control assistant under the direction of the engineer officer is responsible for this bill.
 - c. Discussion. The CBR Bill shall be developed by the DCA in accordance with NWP 62-1 (series), NSTM 070, and NSTM 470.
 - d. Procedures and Assignments.

(cutter specific requirements)

12. Jettison Bill

Reference.

- (a) NSTM Chapter 079 Vol.III.
 - (b) Ships Damage Control Book.
 - (c) Stability and Loading Data Book.
 - (d) Ships Information Books.
- a. Purpose. To establish procedures for jettisoning material to improve stability impaired by damage.
- b. Responsibility. The damage control assistant under the direction of the engineer officer is responsible for this bill.
- c. Information. Conditions which may warrant the need to jettison material from the ship are:
- (1) When stability is degraded.
 - (2) To lighten ship when grounded.
 - (3) When damage has reduced stability.
 - (4) When list or trim impairs the efficiency of the ships gun platform (wartime).
 - (5) When it is imperative that the range of stability be increased to prevent capsizing.
 - (6) When the ship is stranded and must be lightened for salvage.
- d. Procedures and Assignments. Jettisoning should be accomplished by any available personnel. The highest, heavy mobile weight should be removed first followed by lower, heavy mobile weights in order of accessibility. Weight handling equipment should be maintained until no longer useful.
- (1) Draft a list of materials and equipment in order of priority with their location, weight, and height above the water line which may require jettisoning.
 - (2) (cutter specific requirements)

13. Other Bills As required

14. Reference.

- a. Purpose.
- b. Responsibility.
- c. Information.
- d. Procedures and Assignments.
(cutter specific requirements)

CHAPTER 4 - ADMINISTRATIVE PROCEDURES

Section 400 - General

1. Policy. The commanding officer shall ensure that the following administrative procedures are addressed using current guidelines and instructions. This list of administrative procedures is not all inclusive and may be expanded as necessary.

Section 410 - Procedures for Military Personnel

1. Reporting or Departing PCS or TAD.

- a. General.
- b. PCS.
- c. TAD.
- d. Illness or Injury while PCS or TAD.

2. Leave and Liberty.

3. Request Mast.

4. Working Parties.

5. Evaluation of Enlisted Personnel Performance.

6. Evaluation of Officer's Performance.

7. Discipline.

8. Personnel Pay.

9. Chit Routing.

10. Hygiene and Sanitation.

References.

- (a) Medical Manual, COMDTINST M6000.1 (series).
 - (b) Food Service Sanitation Manual, COMDTINST M6240.4 (series).
 - (c) Coast Guard Water Supply and Waste Water Disposal, COMDTINST M11300.2 (series).
 - (d) Shipboard Regulations Manual, COMDTINST M5000.7
 - (e) Safety and Environmental Health Manual, COMDTINST M5100.47
- a. Hygiene and sanitation will be maintained in accordance with standards and practices set forth in the above references.

Section 420 - Internal Operating Procedures

- 1. Mail Handling.**
- 2. Security procedures for message routing.**
- 3. Mess Management.**
- 4. Supply.**
- 5. Honors and Ceremonies.**
- 6. Training.**
- 7. Morale, Welfare, and Recreation.**
- 8. Daily Routine**

- a. Inport**
- b. Underway**
- c. Tropical Hours**

9. Inspections.

Reference.

- (a) Safety and Environmental Health Manual. COMDTINST M5100.47 (series)
 - (b) Vessel Safety Quick Reference Guide, COMDTPUB P5100.51 (series)
 - (c) Shipboard Regulations Manual, COMDTINST M5000.7 (series)
 - (d) Medical Manual, COMDTINST M6000.2 (series)
 - (e) Food Service Sanitation Manual, COMDTINST M6240.4 (series)
- a. Unit material inspections will be executed to satisfy annual OSHA compliance inspection regulations as set forth in references (a) and (b).
 - b. Daily cleanliness and sanitation inspections of enlisted living spaces will be conducted Monday through Friday by the Master-At-Arms. The inspections will concentrate on sanitation, stowage, and compliance in accordance with reference (c).
 - c. Daily health and sanitation inspections of foodhandlers, and food preparation, serving, and storage spaces will be conducted. Inspections will be conducted in compliance with references (d) and (e).
 - d. Department Heads, Division Officers and supervisors will, frequently conduct informal safety inspections of workplaces to:
 - (1) Monitor and enforce safe work practices, including the wearing of proper personal protective equipment and maintaining good housekeeping.
 - (2) Ensure warning systems are operative, warning signs are conspicuously posted, and safety interlocks and/or guards are in place and effective.

Section 430 - Safety and Environmental Health Programs

1. Policy. The Commanding Officer shall ensure the following programs and plans are effective. The responsible officers given below are the preferred designee; unit staffing limitations may require reassignment of these duties. Amplifying direction and assistance regarding these programs can be obtained from the servicing Maintenance and Logistics Command.

2. Asbestos Control Program

References.

- (a) Asbestos Exposure Control Manual, COMDTINST M6260.16 (series).
 - (b) Naval Engineering Manual, COMDTINST M9000.6 (series), chapter 635.
- a. Purpose. To set forth responsibilities and procedures to safeguard personnel from hazardous exposure to asbestos and asbestos-containing materials.
 - b. Responsibility. The Engineer Officer is responsible for implementation of this program. Program requirements are set forth in references (a) and (b).
 - c. Procedures and Assignments.
(To be developed by the cutter)

3. Electrical Safety Program

References.

- (a) Naval Engineering Manual, COMDTINST M9000.6 (series), chapter 077.
 - (b) Shipboard Regulations Manual, COMDTINST M5000.7 (series), section 3-10-1.B.
- a. Purpose. To establish an effective program which will promote electrical safety awareness among crewmembers and minimize safety hazards relating to electrical equipment.
 - b. Responsibility. The Electrical Safety Officer is responsible for this program. Program requirements are set forth in references (a) and (b).
 - c. Procedures and Assignments.
(To be developed by the cutter)

4. Sight Conservation Program

References.

- (a) Shipboard Regulations Manual, COMDTINST M5000.7 (series), section 3-26-1.

- (b) Title 29 U.S. Code of Federal Regulations 1910.151(c).
- (c) Emergency Eyewash and Shower Equipment, ANSI Z358.1-1990.
- (d) Practice for Occupational and Educational Eye and Face Protection, ANSI Z87.1-1989.

- a. Purpose. To set forth responsibilities and procedures to safeguard personnel from sight hazards.
- b. Responsibility. The First Lieutenant is responsible for implementing this program. References (a) through (d) contain guidance.
- c. Procedures and Assignments.
(To be developed by the cutter)

5. Fire Prevention Program.

References.

- (a) Shipboard Regulations Manual, COMDTINST M5000.7 (series), sections 3-12-1 through 3-14-1.
 - (b) Naval Engineering Manual, COMDTINST M9000.6 (series), chapter 555.
- a. Purpose. To promulgate policy for the prevention of fires onboard.
 - b. Responsibility. The Engineer Officer is responsible for this program. Guidance is contained in references (a) and (b).
 - c. Procedures and Assignments.
(To be developed by the cutter)

6. Hazard Communications Program.

References.

- (a) Shipboard Regulations Manual, COMDTINST M5000.7 (series), section 3-15-1.
 - (b) Hazard Communication for Workplace Materials, COMDTINST 6260.21 (series).
 - (c) Title 29 U.S. Code of Federal Regulations 1910.1200.
- a. Purpose. To protect personnel from exposure to hazardous substances through a program of education and safe work practices as required by references (a) through (c).
 - b. Responsibility. The Hazardous Materials Coordinator is responsible for this program.
 - c. Procedures and Assignments.
(To be developed by the cutter)

7. Hazardous Waste Management Program.

References.

- (a) Shipboard Regulations Manual, COMDTINST M5000.7 (series), section 3-15-1.
 - (b) Hazardous Waste Management Manual, COMDTINST M16478.1 (series).
 - (c) Federal Facilities Compliance Act of 1992.
 - (d) Resource Conservation and Recovery Act.
 - (e) Small Purchase Manual, COMDTINST M4200.13 (series).
- a. Purpose. To establish procedures for safe and responsible management, stowage, use, collection, and disposal of hazardous materials and waste.
 - b. Responsibility. The Hazardous Materials Coordinator is responsible for managing this program. Guidance is contained in references (a) through (e).
 - c. Procedures and Assignments.
(To be developed by the cutter)

8. Hearing Conservation Program.

References.

- (a) Shipboard Regulations Manual, COMDTINST M5000.7 (series), section 3-16-1.
 - (b) Safety and Environmental Health Manual, COMDTINST M5100.47 (series), section 4-I.
 - (c) Medical Manual, COMDTINST M6000.1 (series).
- a. Purpose. To protect exposed personnel from hazardous noise.
 - b. Responsibility. The Engineer Officer is responsible for this program. Guidance is contained in references (a) through (c).
 - c. Procedures and Assignments.
(To be developed by the cutter)

9. Heat Stress Program.

References.

- (a) Shipboard Regulations Manual, COMDTINST M5000.7 (series), section 3-17-1.
- (b) Coast Guard Cutter Heat Stress Program, COMDTINST M6260.17 (series).
- (c) Preventing Heat Casualties, COMDTPUB P6200.12.

- a. Purpose. To establish the general procedures, policies and responsibilities for management of the heat stress program.
- b. Responsibility. The Engineer Officer is responsible for this program. Guidance is contained in references (a) through (c).
- c. Procedures and Assignments.
(To be developed by the cutter)

10. Respiratory Protection Program.

References.

- (a) Shipboard Regulations Manual, COMDTINST M5000.7 (series), section 3-28-1.
- (b) Technical Guide: Practices for Respiratory Protection, COMDTINST M6260.2 (series), chapter 2.
- a. Purpose. To set forth policy for the safe use of respiratory protective devices in potentially hazardous environments.
- b. Responsibility. The Unit Respirator Program Coordinator is responsible for this program. Guidance is contained in references (a) and (b).
- c. Procedures and Assignments.
(To be developed by the cutter)

11. Potable Water Sanitation Program.

References.

- (a) Safety and Environmental Health Manual, COMDTINST M5100.47 (series), chapter 6.
- (b) Shipboard Regulations Manual, COMDTINST M5000.7 (series), sections 2-46-1.
- (c) Medical Manual, COMDTINST M6000.1 (series).
- (d) Naval Engineering Manual, COMDTINST M9000.6 (series), chapter 533.
- (e) Water Supply and Waste Disposal Manual, COMDTINST M11300.2 (series).
- a. Purpose. To ensure that a safe and sanitary potable water system is maintained aboard the ship.
- b. Responsibility. The Engineer Officer is responsible for this program. Guidance is contained in references (a) through (e).
- c. Procedures and Assignments.
(To be developed by the cutter)

12. Pre-Mishap Plan.

References.

- (a) Safety and Environmental Health Manual, COMDTINST M5100.47 (series), section 8-F-4.b. and enclosure (15).
- a. Purpose. To organize an effective unit response to a vessel mishap.
- b. Responsibility. The Executive Officer is responsible for this plan. Guidance is contained in reference (a).
- c. Procedures and Assignments.
(To be developed by the cutter)

13. Electromagnetic Radiation Protection.

References.

- (a) Electronics Manual, COMDTINST M10550.25 (series), section 2-D.
- a. Purpose. To prescribe procedures to prevent personnel injuries resulting from proximity to non-ionizing radio frequency radiation emitted from transmitting antennas.
- b. Responsibility. The Electronics Material Officer is responsible for this program. Guidance is contained in reference (a).
- c. Procedures and Assignments.
(To be developed by the cutter)

14. Working Aloft Plan.

References.

- (a) Electronics Manual, COMDTINST M10550.25 (series), section 2-B.
- (b) Shipboard Regulations Manual, COMDTINST M5000.7 (series), section 3-35-1.
- a. Purpose. To establish safety precautions for working over the side.
- b. Responsibility. The Electronics Material Officer is responsible for this program. Guidance is contained in references (a) and (b).
- c. Procedures and Assignments.
(To be developed by the cutter)

15. Working Over-the-Side Plan.

References.

- (a) Coatings and Color Manual, COMDTINST M10360.3 (series).
 - (b) Shipboard Regulations Manual, COMDTINST M5000.7 (series), sections 3-25-1 and 3-36-1.
- a. Purpose. To establish safety precautions for working over the side.
 - b. Responsibility. The First Lieutenant is responsible for this program. Guidance is contained in references (a) and (b).
 - c. Procedures and Assignments.
(To be developed by the cutter)

16. Sewage Spill Cleanup Plan.

References.

- (a) Water Supply and Waste Disposal Manual, COMDTINST M11300.2 (series).
 - (b) Safety and Environmental Health Manual, COMDTINST M5100.47 (series), chapter 6.
 - (c) NAVSHIPS Technical Manual, chapter 593, section 593- 4.2.15.
- a. Purpose. To minimize the health risks to personnel in the event of a sewage spill.
 - b. Responsibility. The Engineer Officer is responsible for this program. Guidance is contained in references (a) through (c).
 - c. Procedures and Assignments.
(To be developed by the cutter)

17. Lead Control Program.

References.

- (a) 29 Code of Federal Regulations (CFR) 1910.1025 - Lead
 - (b) Coating and Color Manual, COMDTINST M10360.3 (series)
 - (c) ALDIST 395/92: Safety Precautions for Maintenance of Lead Based Paint Systems
 - (d) ALDIST 167/92: Lead-Based Paint Hazards
- a. Purpose. To minimize the health risks and environmental hazards associated with the use and disposal of lead- containing materials.

- b. Responsibility. The Hazardous Materials Coordinator is responsible for this program. Guidance is contained in references (a) through (d).
- c. Procedures and Assignments.
(To be developed by the cutter)

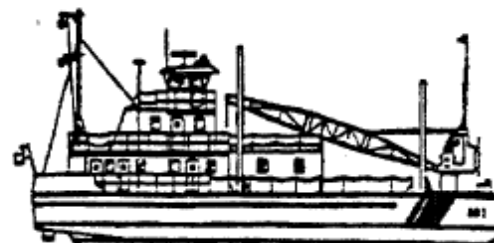
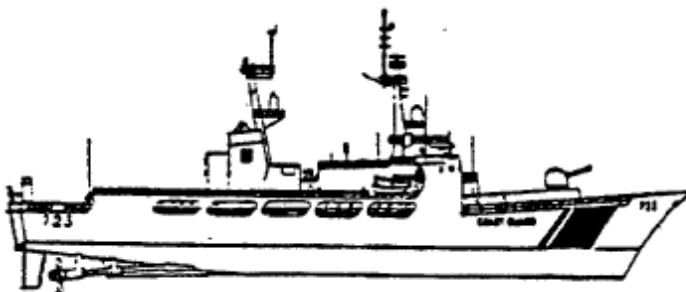
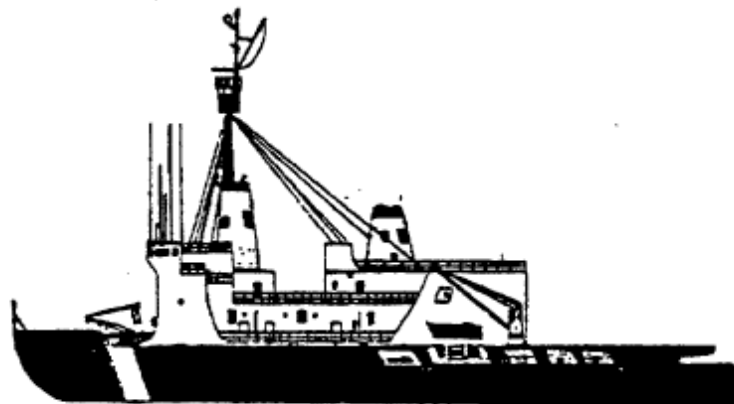
CHAPTER 5 - (This Chapter is Designated for Cutter use as Required)

Section 500 - General

U.S. Department
of Transportation
United States
Coast Guard



CUTTER ORGANIZATION MANUAL



COMDTINST M5400.16